Accounts Receivable
Reporting Manual

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Accounts Receivable Queries

VT_ACCOUNTS_RECEIVABLE_JOURNAL-VTBI007	
Purpose	Lists the current status of open accounts receivable pending items posted within a date range
Prompts	AR business unit, set ID, origin, and a range of posted dates
Columns	Posted date, entered date, business unit, item id, group id, user, customer, origin id, and amounts: control, entered, posted total and balance

VT_AR_ACCRUED_CUST_RECEIVABLES – AR Accrued Customer Receivable	
Purpose	Lists AR pending items posted to the general ledger within a date range. Does not include payment activity, but does include maintenance worksheet activity
Prompts	GL and AR business units, fund, dept ID, account and a range of journal dates
Columns	GL and AR business units, item information, all chartfields, accounting period, fiscal year, journal information, monetary amount, journal template, and customer

VT_AR_CUSTOMER_DEPS_QUERY – Customer Deposits	
Purpose	Lists customer activity posted within a date range. Includes pending items, maintenance worksheets, and payments.
Prompts	GL and AR business unit, fund, dept ID, account, and a range of journal dates
Columns	GL and AR business units, item information, all chartfields, accounting period, fiscal year, journal information, monetary amount, journal template, and customer

VT_AR_CUST_OPEN_ITEMS – Customer Open Items for a BU	
Purpose	Lists all open accounts receivable pending for a business unit and customer
Prompts	AR business unit, set ID, and customer id
Columns	AR business unit, customer, item id, accounting date, amount, entry type, entry reason, journal template, and status

VT_AR_DIRECT_JRNLS_DEPOSIT – AR Direct Journal Deposits	
Purpose	Lists direct journal deposits and all associated chartfields. Includes only the revenue/expense side of the deposits.
Prompts	GL and AR business units, fund, dept ID, account, and a range of journal dates
Columns	GL and AR business units, item sequence, distribution sequence, all chartfields, affiliate, amount, line description, deposit id, accounting period, fiscal year, journal information, and journal template

VT_AR_DIRECT_JRNLS_QUERY – Direct Journals View	
Purpose	Lists direct journal deposits and all associated chartfields. Similar to VT_AR_DIRECT_JRNLS_DEPOSIT except that it also includes the cash side of the deposits.
Prompts	GL and AR business units, fund, dept ID, account, and a range of journal dates
Columns	GL and AR business units, item sequence, distribution sequence, all chartfields, affiliate, amount, line description, deposit id, journal information, and journal template

VT_AR_DIR_JRNL_BKACCT – Direct Journals w/ Bank Account and BU prompts	
Purpose	Lists all direct journal deposits for a business unit and specific bank account within a date range. You must know the specific bank account number before running the query because it will not let you browse account numbers.
Prompts	GL business unit, bank account, and a range of accounting dates
Columns	GL and AR business units, deposit id, date, payment id, payment and distribution sequence numbers, all chartfields, amount, journal information, and bank account number

VT_AR_DIR_JRNL_BK_PROMPT – Direct Journals w/ Bank Account Prompt	
Purpose	Lists all direct journal deposits within a date range for a specific bank account – all business units. You must know the specific bank account number before running the query because it will not let you browse account numbers. Similar to VT_AR_DIR_JRNL_BKACCT except it does not prompt for business unit and will report deposits from all business units.
Prompts	Bank account and a range of accounting dates
Columns	GL and AR business units, deposit id, date, payment id, payment and distribution sequence numbers, all chartfields, amount, journal information, and bank account number

VT_AR_JOURNAL_DRILLDOWN – Customer Deposits-Not Direct Journals	
Purpose	Lists deposit and pending item information for an AR journal related to customer deposits. You must know the specific journal id before running this query because it does not allow you to browse journal id's.
Prompts	GL business unit and journal id
Columns	GL and AR business units, deposit id, group id, item id, customer id, account, fund, Dept ID, journal id, accounting date, amount and posted date

VT_AR_PENDING_ITEM_QUERY – AR Pending Item Query	
Purpose	Lists online pending item information for a group id and item id
Prompts	Business unit, group id and item id. Can use % for both group id and item id, but this will return results back to the beginning of VISION and is not recommended. If % is needed for both fields, use the VT_AR_PENDING_ITEM_LIST query which also includes a date range prompt.
Columns	Business unit, group id, accounting date, origin, customer, item id, line, sequence, amount, all chartfields, deposit id

VT_AR_PENDING_ITEM_LIST – Pending Items for Date Range	
Purpose	Lists all online pending items for a date range. Similar to VT_AR_PENDING_ITEM_QUERY but it also prompts for a range of accounting dates.
Prompts	Business unit, group id, item id and range of accounting dates. Can use % for group id and item id. Since this query includes a date range, % may be used in both fields since it will only include the pending items within the specified date range.
Columns	Business unit, group id, accounting date, origin, customer, item id, line, sequence, amount, all chartfields, deposit id

VT_AR_TRANSACTIONS – AR Deposits & Pending Items	
Purpose	Lists accounts receivable transactions: both pending items and all types of deposits. Combines the results of the VT_AR_CUSTOMER_DEPS_QUERY and the VT_AR_DIRECT_JRNLS_QUERY into one report.
Prompts	GL and AR business units, fund, dept ID, account, program, and a range of journal dates
Columns	GL and AR business units, item id, item sequence, item line, all chartfields, affiliate, journal id and date, line description, amount, template, deposit id, customer id and customer name. For direct journal entries, the name Direct Journal Entry is used in place of the customer name.

VT_AR_OPEN_ITEMS_BU_AND_CUST– AR open items to be matched.	
Purpose	Lists AR open items to determine items that can be matched
Prompts	GL business unit, customer ID (may use % for all), set ID
Columns	GL business unit, customer, name, item ID, item balance, project, entry type, reason, account, fund, dept ID, sales person, collector, status

VT_CASH_RECEIPT_JOURNAL – Cash Receipt Journal	
Purpose	Lists all deposits for a business unit received within a date range
Prompts	AR business unit, set ID, deposit type (cash/checks, federal, wire, etc), deposit posting status (completely posted, not posted, etc.) and a range of received dates. Can use % for prompts.
Columns	Received date, AR business unit, deposit id, operator id, deposit type, bank account number, balance, posted status, control amount, entered amount, posted total, direct journal amount and customer id

VT_CUSTOMERS – Customers for a SET ID	
Purpose	Lists all information in the Customer record. Used to review basic information about one or more customers used by a business unit
Prompts	Set ID (business unit), customer id and customer status (% can be used for customer id and status)
Columns	All fields in the customer record are reported

VT_DEPOSITS_CHECK_BU – Check for Deposits in Wrong BU	
Purpose	Lists deposits where the business unit on the deposit is not the same as the deposit on the related item activity
Prompts	AR business unit (deposit bu) and posted date greater than

Columns	Business unit (bu on item id), customer id, item id, amount, accounting date, posted date, deposit business unit and deposit id

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Accounting Entries (AR50001)

Report Information

Purpose of the Report

This report shows detailed accounting entry information by accounting date. This report lists accounting line information at either a detail or summary level.

Type of Report

SQR

Navigations (Path) to the Report

Accounts Receivable > Payments > Reports > Accounting Entries; or, Accounts Receivable > Drafts > Reports > Accounting Entries

Or

Accounts Receivable > Pending Items > Reports > Accounting Entries

Report Execution Procedure

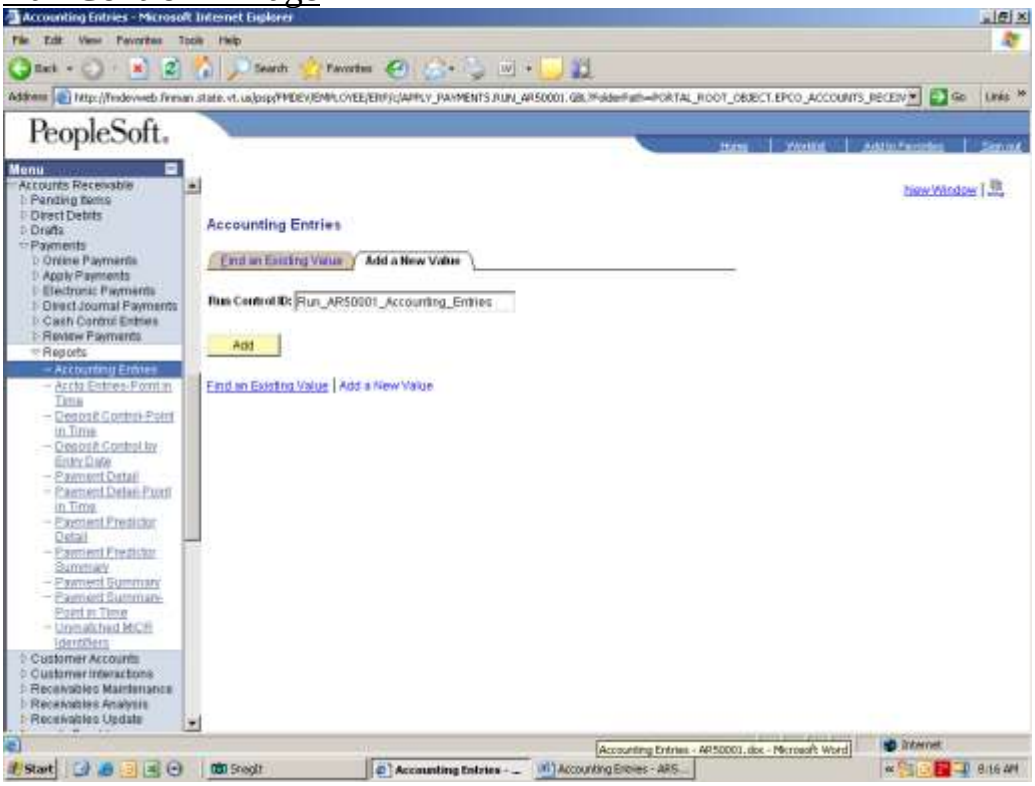
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR50001_Accounting_Entries)

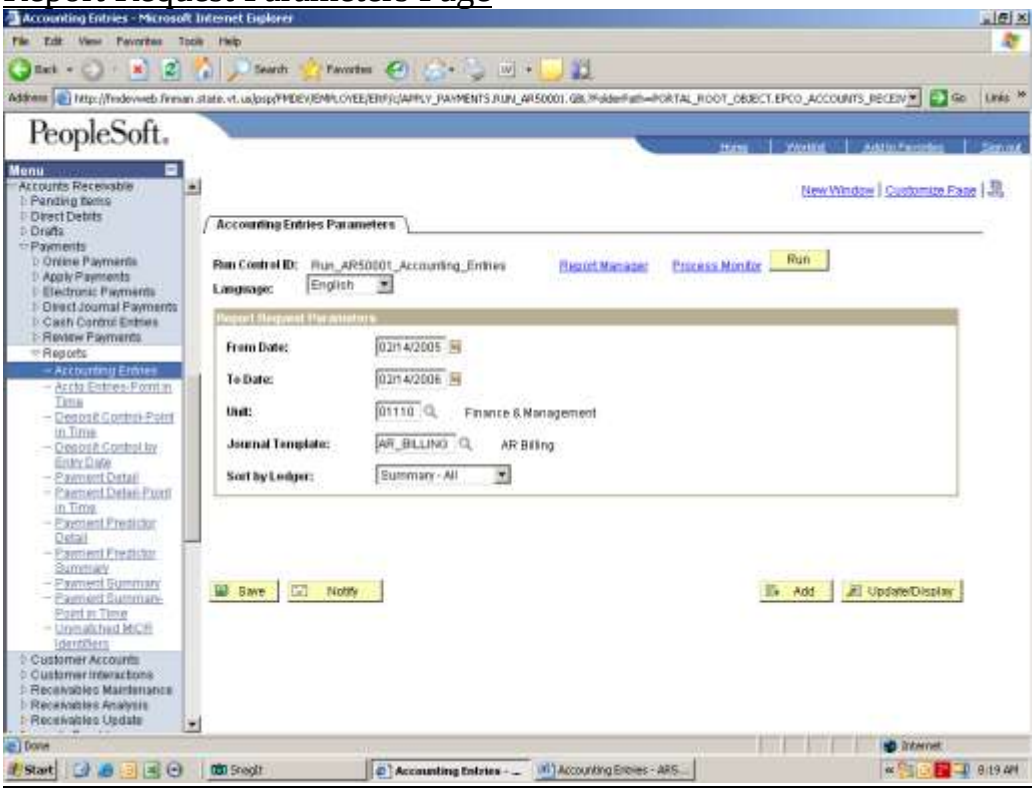
Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
From Date	Enter desired from date	Click on calendar to select date
To Date	Enter desired to date	Click on calendar to select date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Journal Template	Enter desired Journal Template	Click on magnifying glass to lookup Journal Template
Sort by Ledger	Select desired report type and sort option	Use drop down list to select

Report Steps		see screenshot below
Run	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar50001 #######.PDF	Click this link for the PDF file	This opens the report.

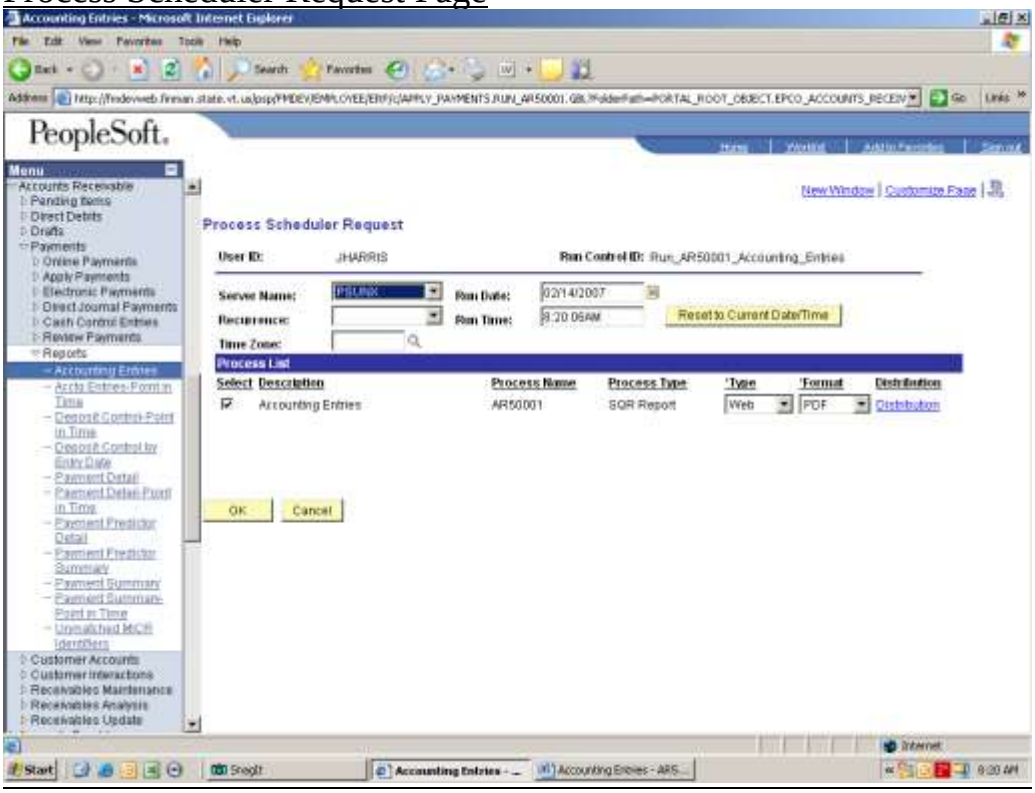
Run Control ID Page



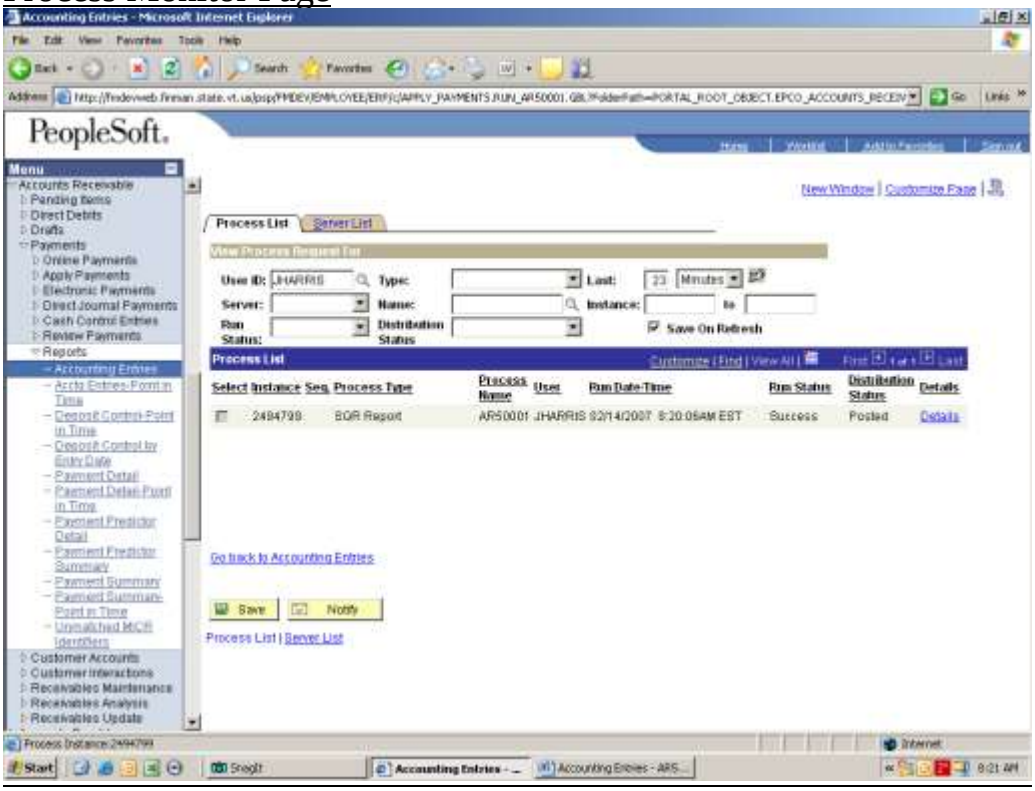
Report Request Parameters Page



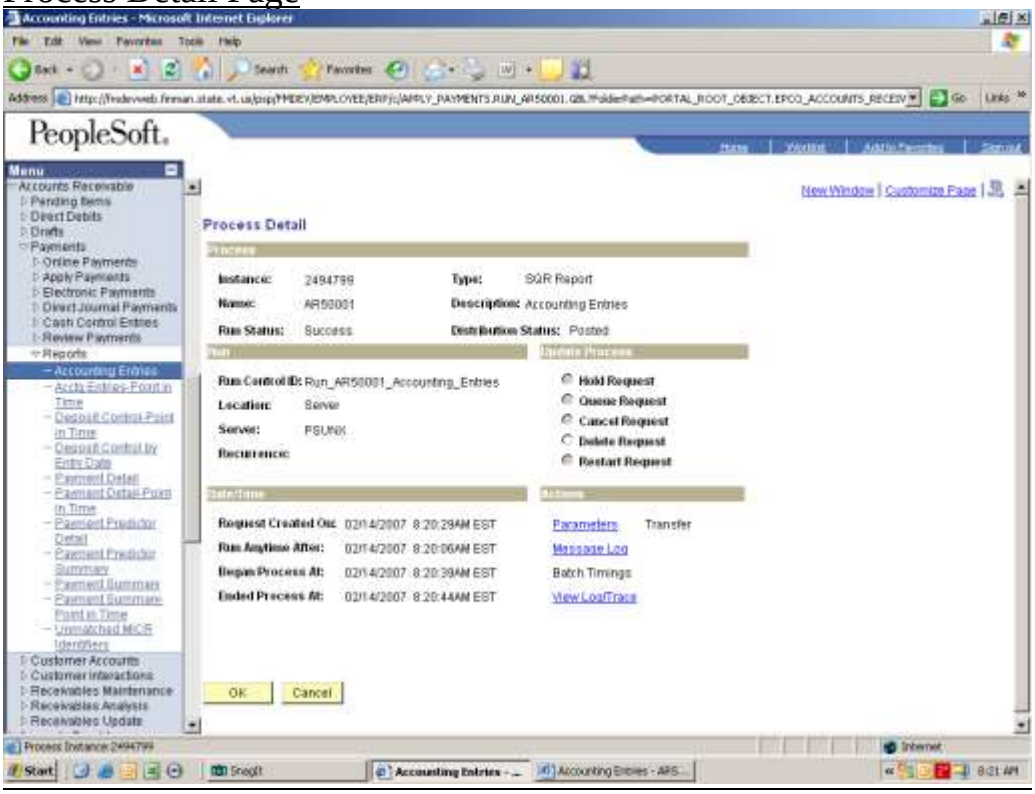
Process Scheduler Request Page



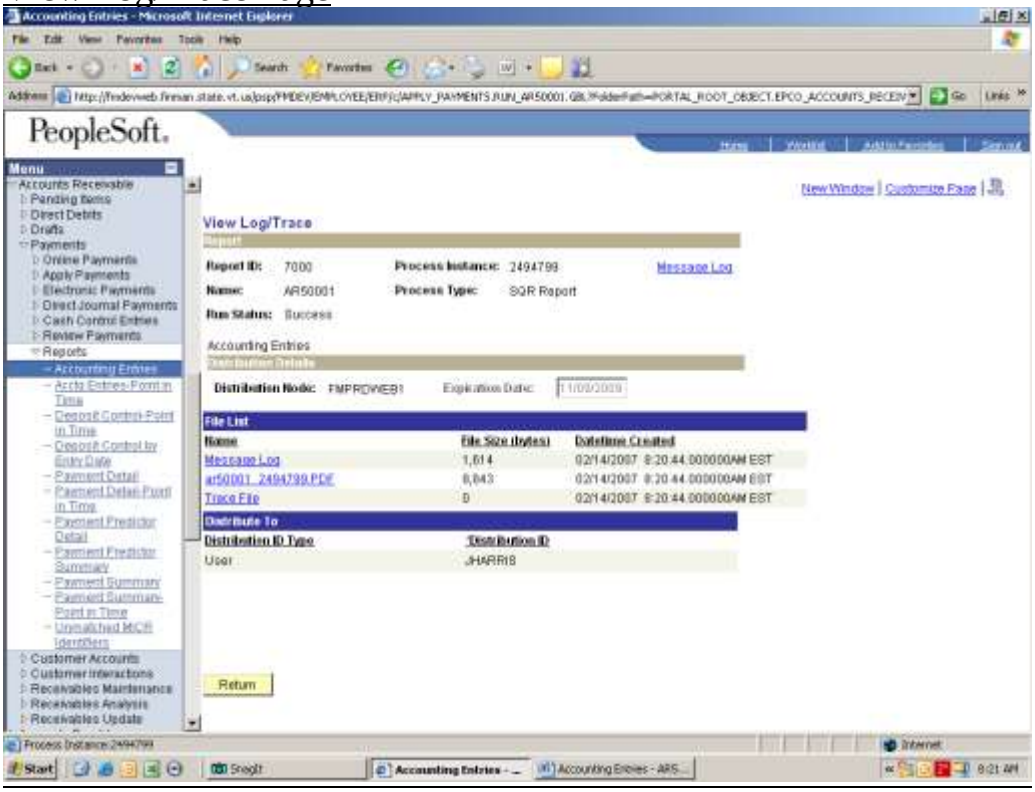
Process Monitor Page



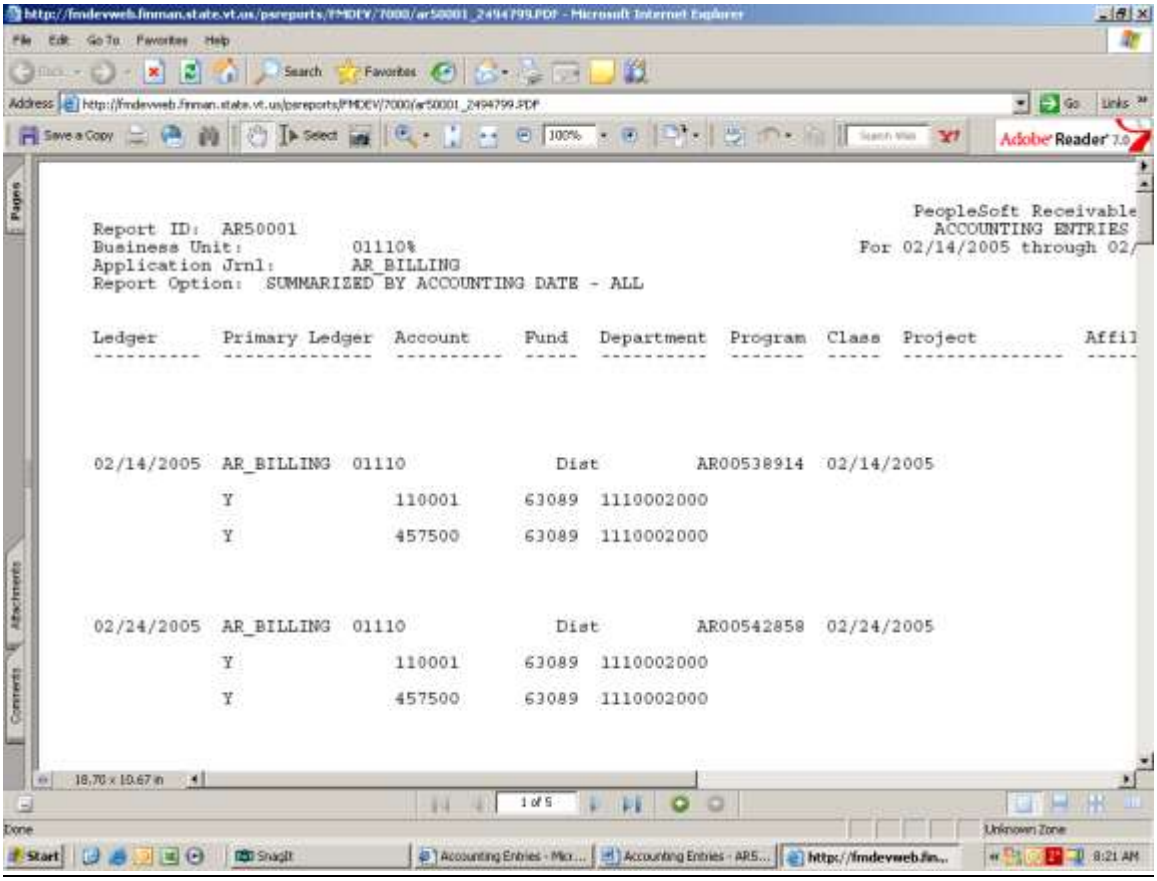
Process Detail Page



View Log/Trace Page



Example of Report Output



```
                                                                PeopleSoft Receivable
Report ID:  AR50001                                               ACCOUNTING ENTRIES
Business Unit:          01110%                              For 02/14/2005 through 02/
Application Jrnl:       AR_BILLING
Report Option:  SUMMARIZED BY ACCOUNTING DATE - ALL

Ledger      Primary Ledger  Account     Fund   Department  Program  Class  Project          Affil
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02/14/2005  AR_BILLING  01110              Dist         AR00538914  02/14/2005

            Y               110001      63089  1110002000

            Y               457500      63089  1110002000


02/24/2005  AR_BILLING  01110              Dist         AR00542858  02/24/2005

            Y               110001      63089  1110002000

            Y               457500      63089  1110002000
```

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Accounting Entries – Point in Time (AR50001P)

Report Information

Purpose of the Report

This report shows detailed accounting entry information by accounting date. This report shows accounting line information at the detail level, including all Chartfield activity. You specify a point in time to run the report.

Type of Report

Crystal

Navigations (Path) to the Report

Accounts Receivable > Payments > Reports > Acctg Entries – Point in Time

Or

Accounts Receivable > Pending Items > Reports > Acctg Entries – Point in Time

Report Execution Procedure

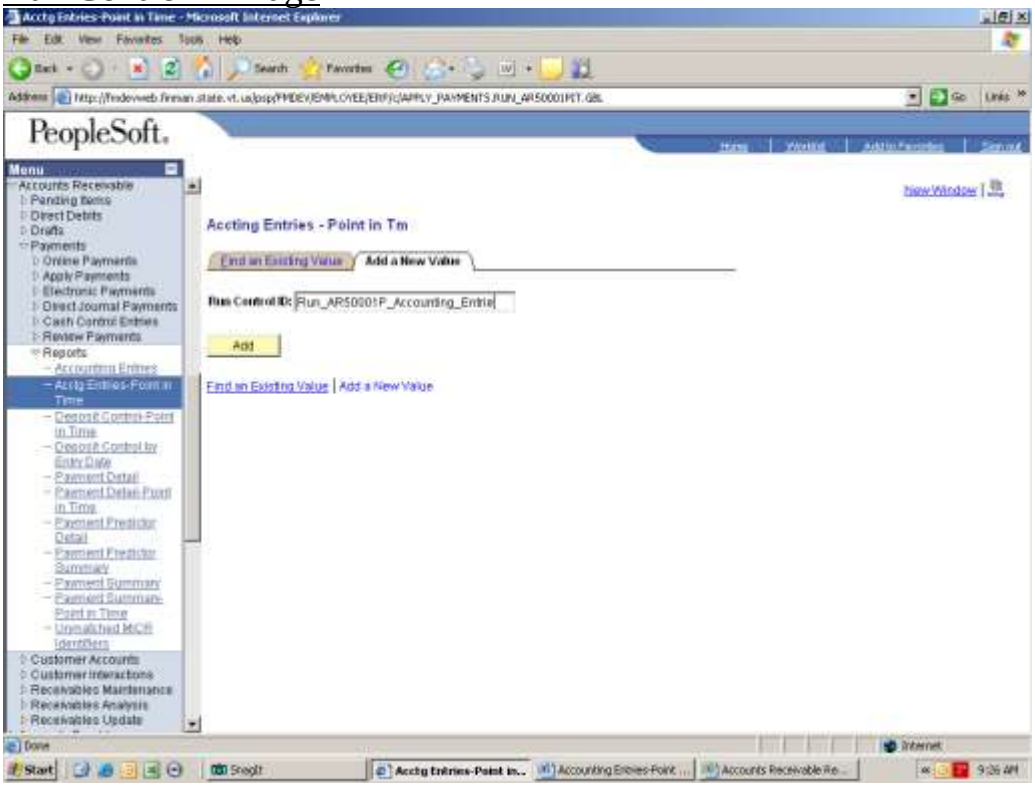
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR50001P_Accounting_Entrie)

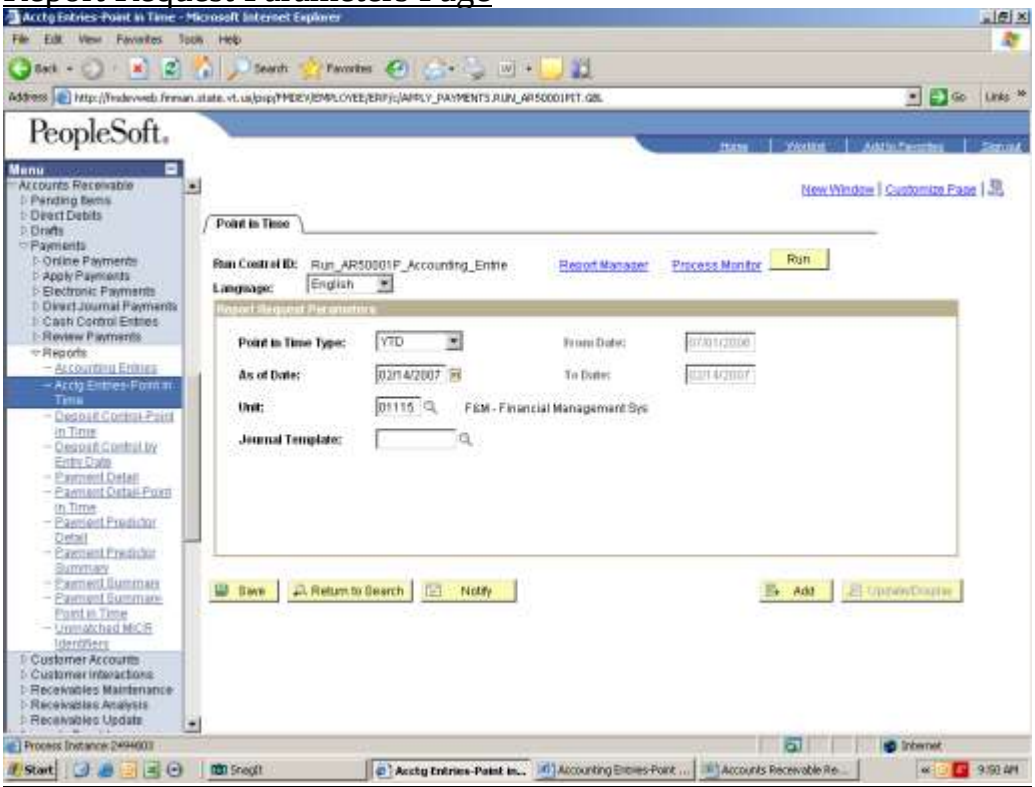
Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
Point in Time Type	Select desired Point in Time Type	Choices are Day, MTD, Range & YTD
From Date	Enter desired from date	Click on calendar to select date
To Date	Enter desired to date	Click on calendar to select date
As of Date	Enter desired as of date	Click on calendar to select date; this selection disappears if Range PIT Type is selected
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit

Report Steps		see screenshot below
Journal Template	Enter desired Journal Template	Click on magnifying glass to lookup Journal Template
Run	Click the "Run" button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select "PSNTCR"	This is the server for Crystal Reports
Process List	Check the box next to "Point in Time Accting Entries"	It's process name is AR50001P
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar50001P #######.PDF	Click this link for the PDF file	This opens the report.

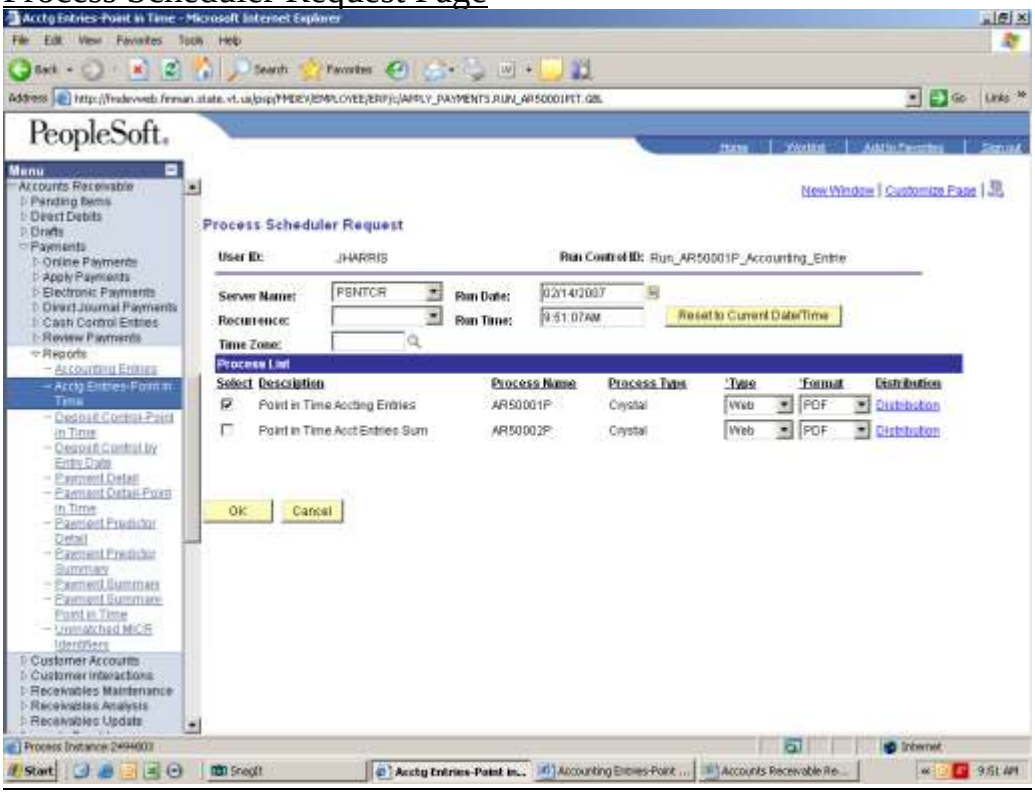
Run Control ID Page



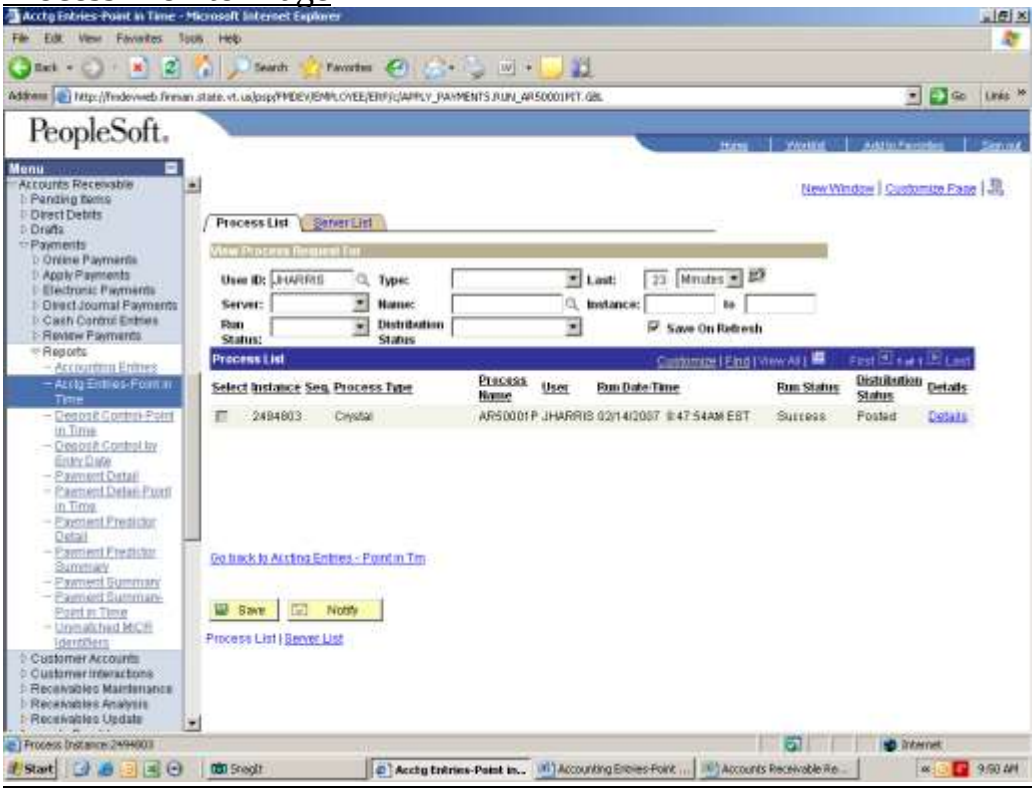
Report Request Parameters Page



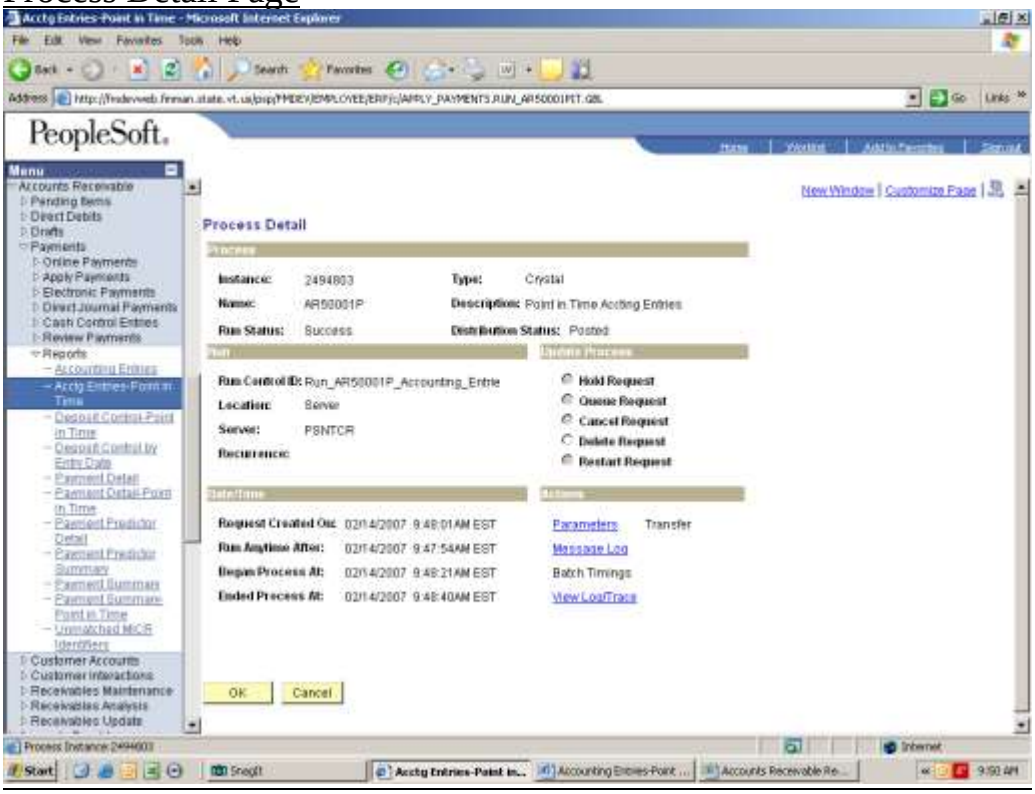
Process Scheduler Request Page



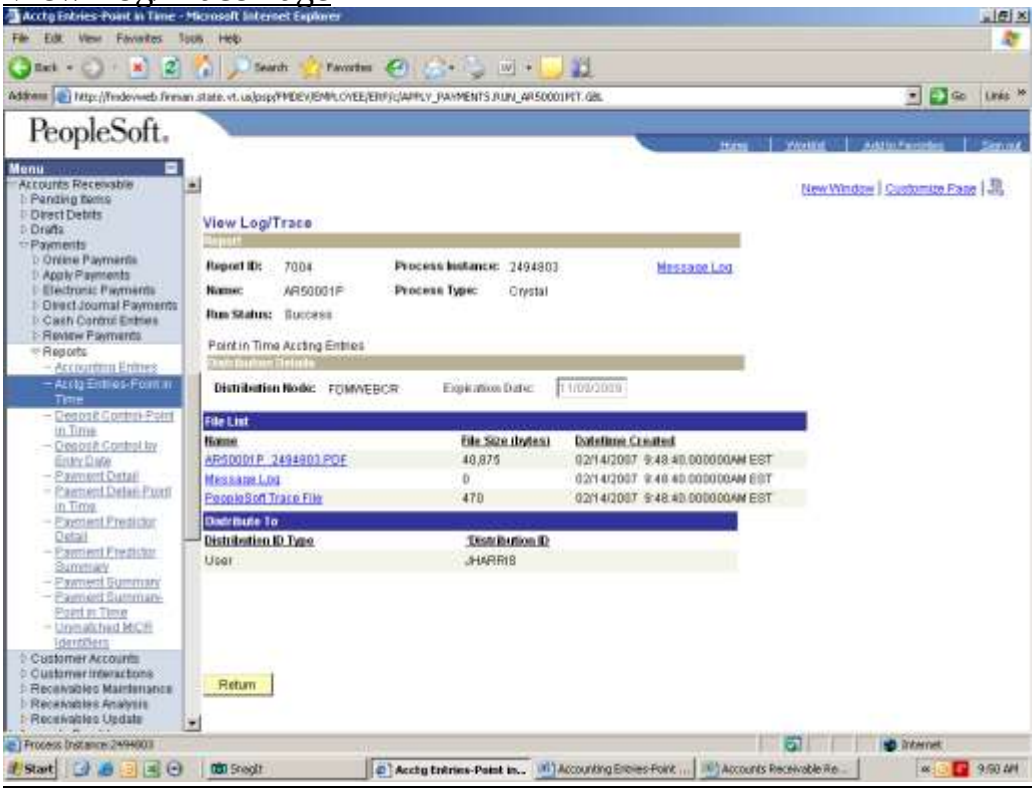
Process Monitor Page



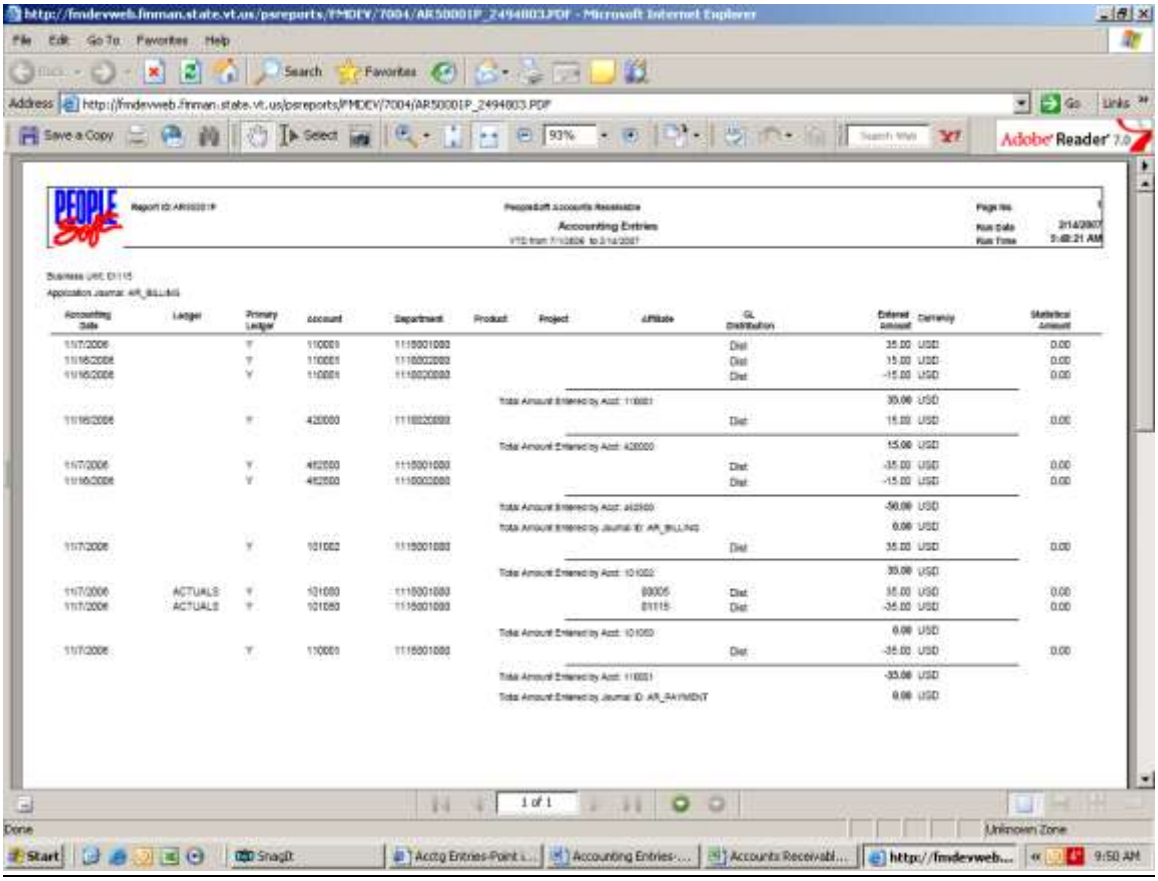
Process Detail Page



View Log/Trace Page



Example of Report Output



VISION FINANCIALS

Accounting Entries – Summary by Accounting Date– Point in Time (AR50002P)

Report Information

Purpose of the Report

This report shows detailed accounting entry information by accounting date. This report shows accounting line information at the detail level, including all Chartfield activity. You specify a point in time to run the report.

Type of Report

Crystal

Navigations (Path) to the Report

Accounts Receivable > Payments > Reports > Acctg Entries – Point in Time
Or
Accounts Receivable > Pending Items > Reports > Acctg Entries – Point in Time

Report Execution Procedure

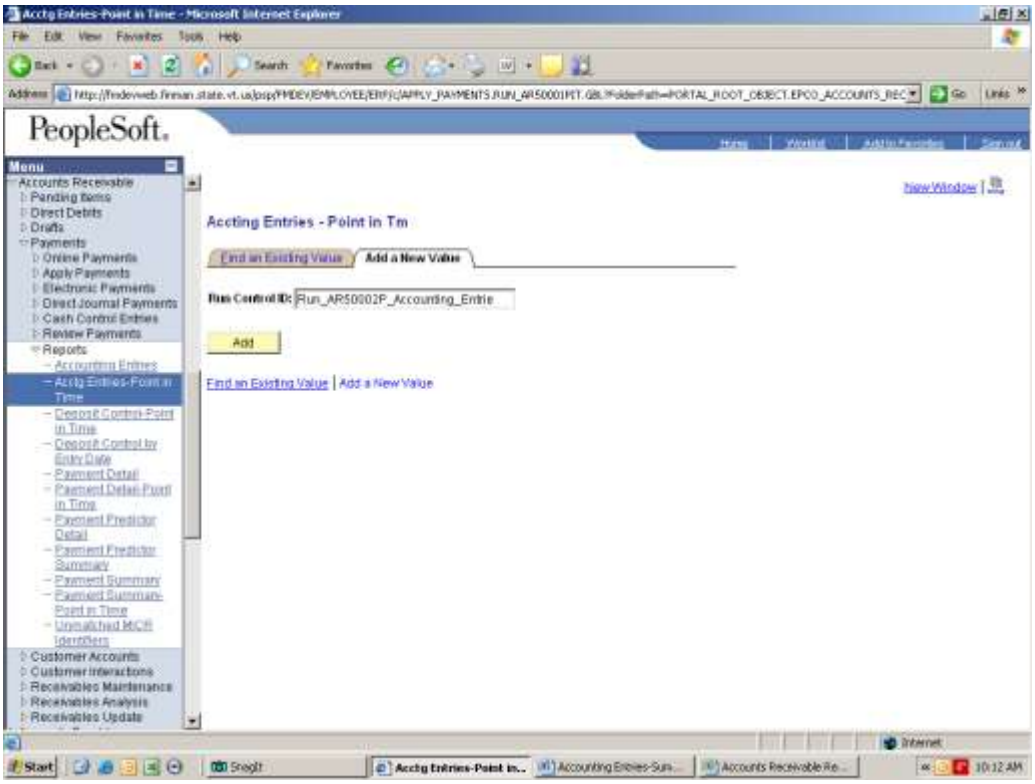
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR50002P_Accounting_Entrie)

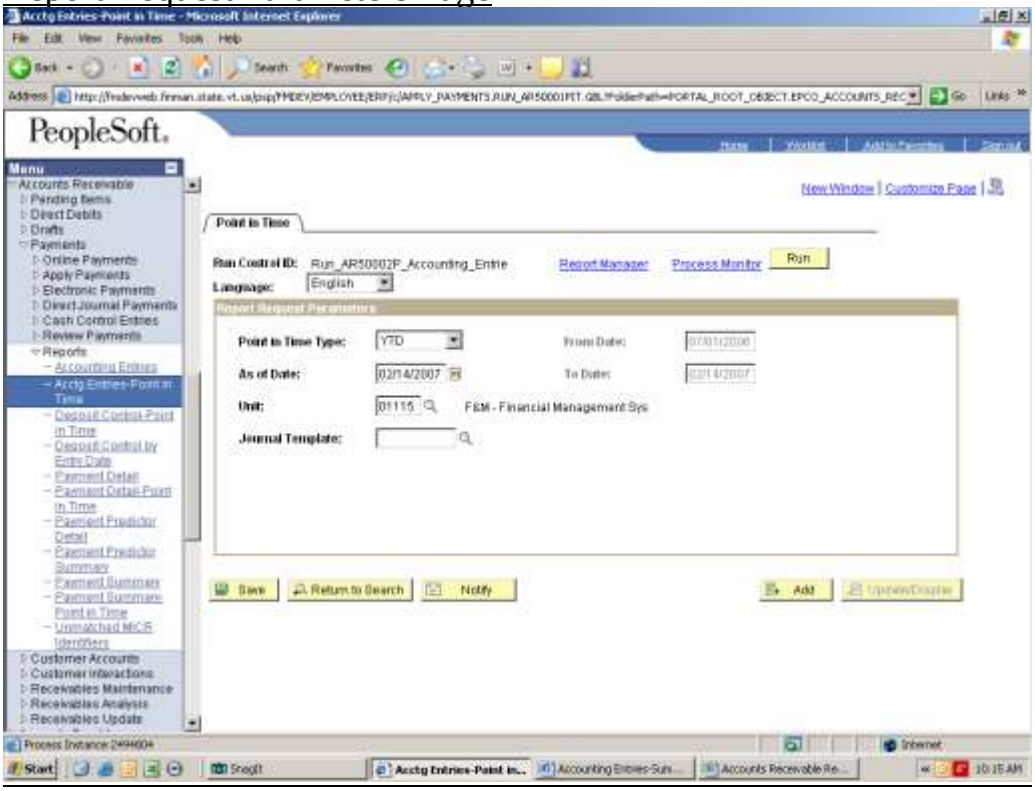
Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
Point in Time Type	Select desired Point in Time Type	Choices are Day, MTD, Range & YTD
From Date	Enter desired from date	Click on calendar to select date
To Date	Enter desired to date	Click on calendar to select date
As of Date	Enter desired as of date	Click on calendar to select date; this selection disappears if Range PIT Type is selected
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Journal Template	Enter desired Journal Template	Click on magnifying glass to lookup Journal Template

Report Steps		see screenshot below
Run	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTCR”	This is the server for Crystal Reports
Process List	Check the box next to “Point in Time Acct Entries Sum”	It’s process name is AR50002P
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar50001P #######.PDF	Click this link for the PDF file	This opens the report.

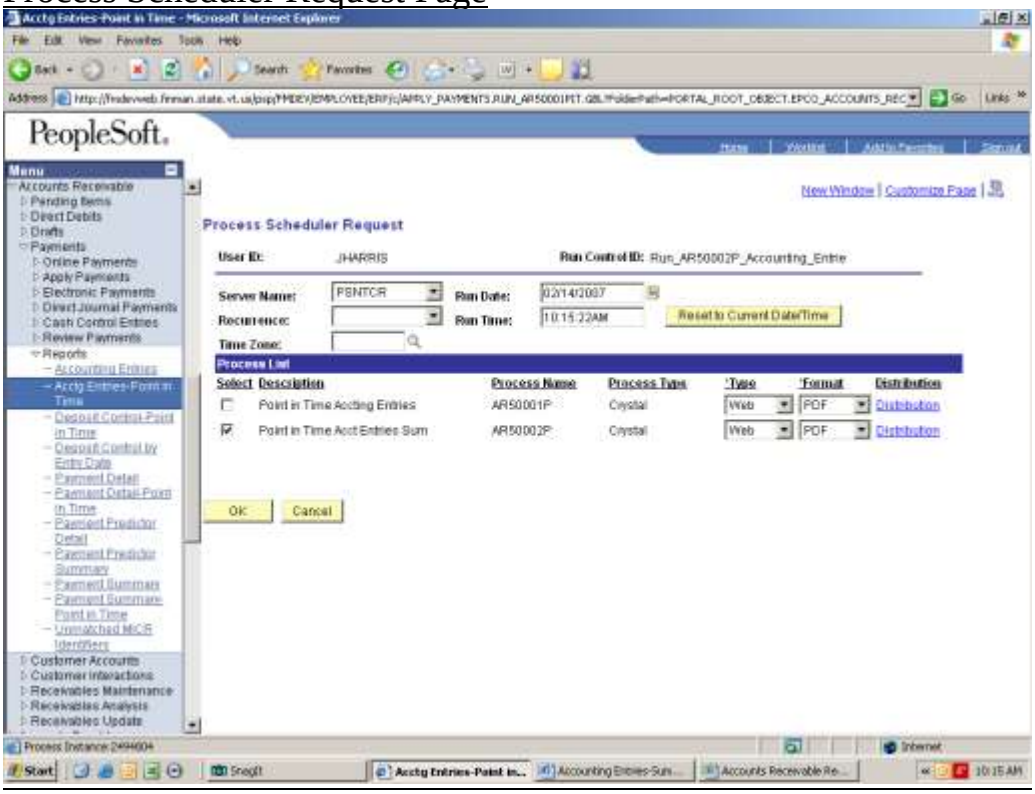
Run Control ID Page



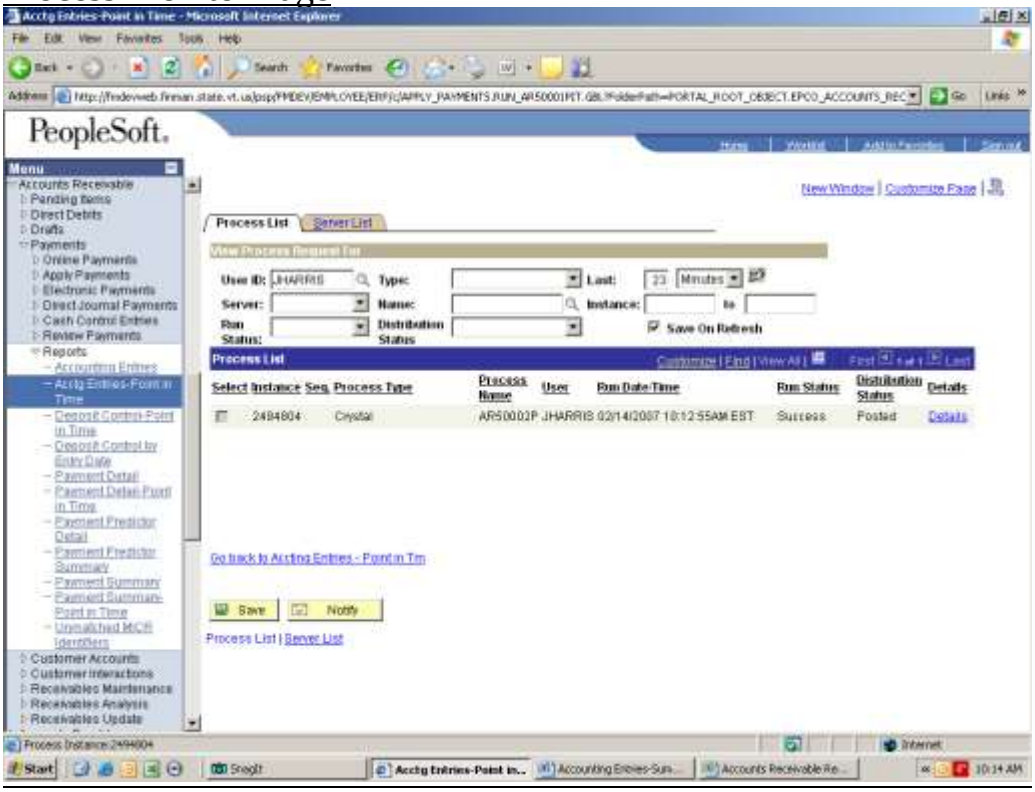
Report Request Parameters Page



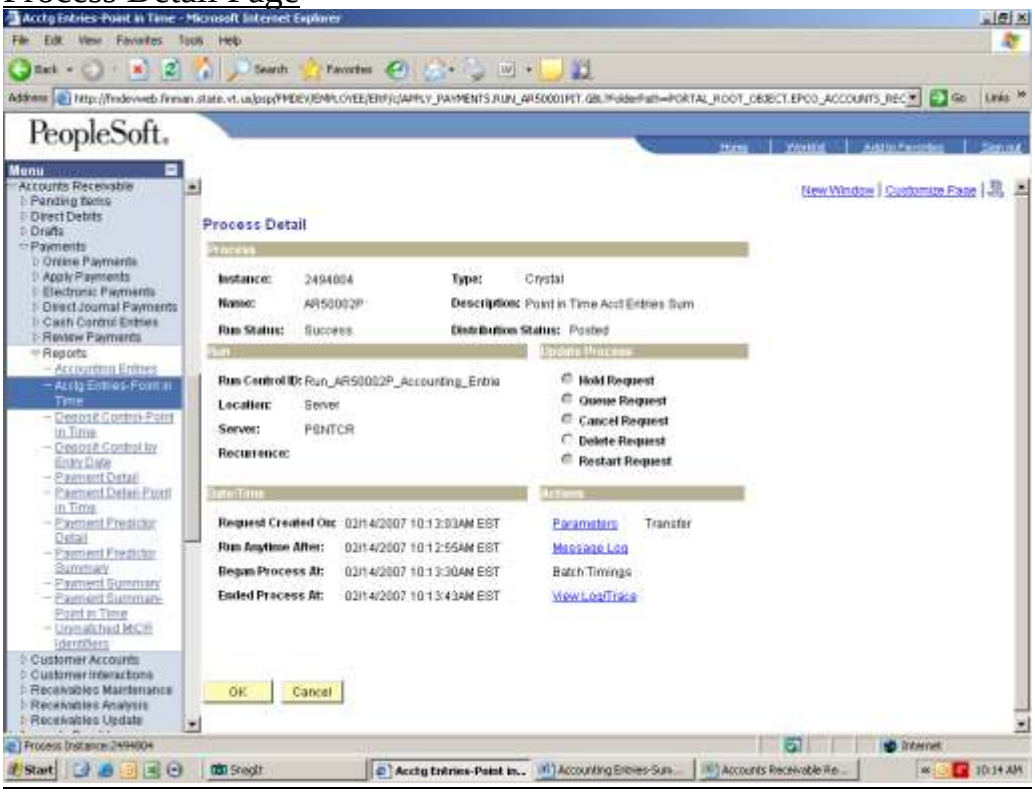
Process Scheduler Request Page



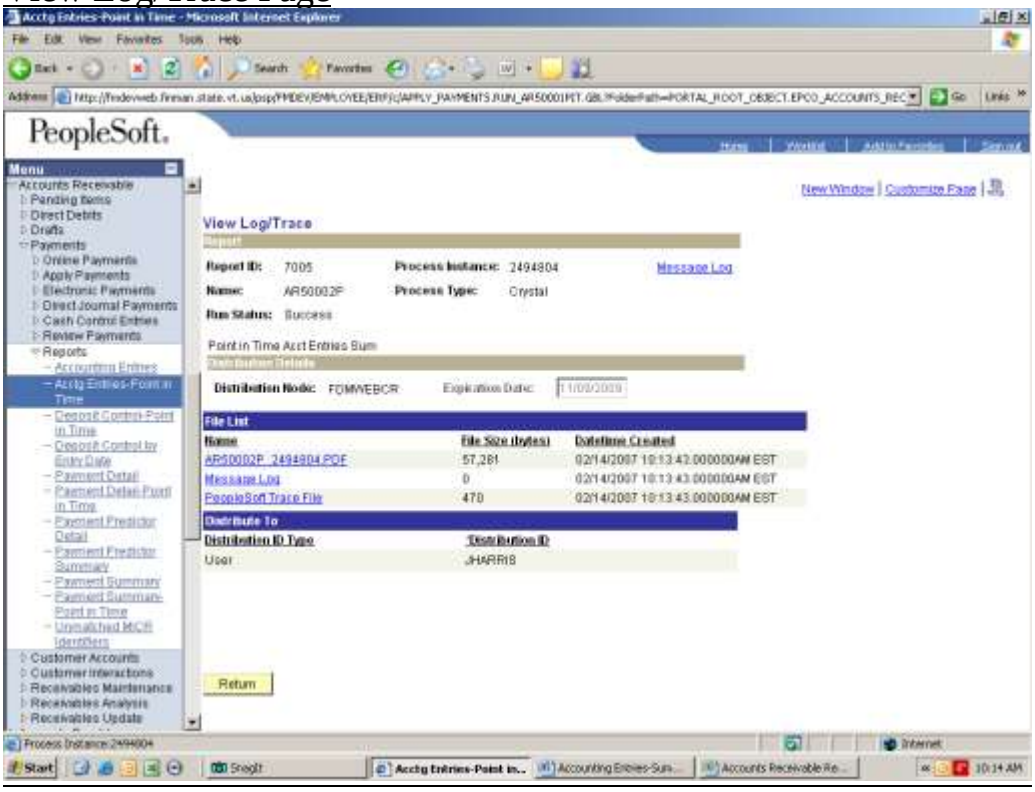
Process Monitor Page



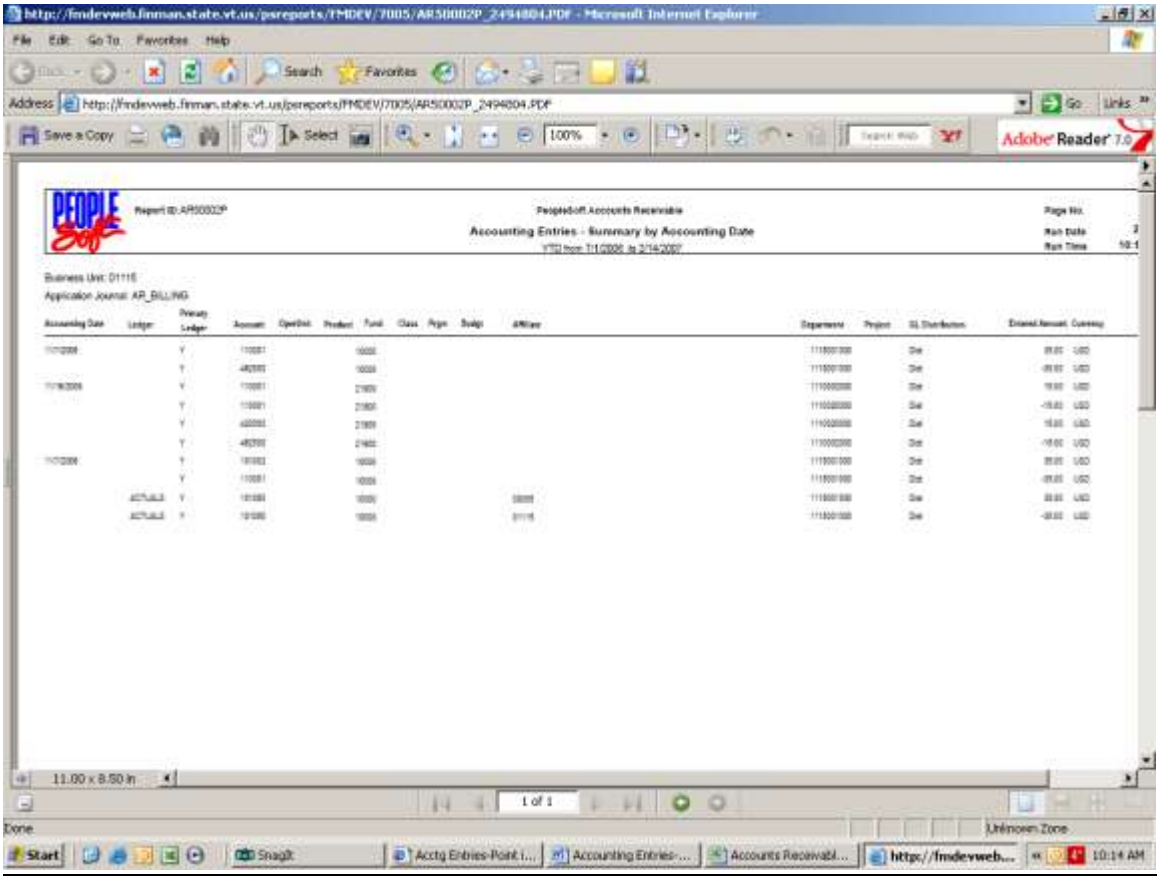
Process Detail Page



View Log/Trace Page



Example of Report Output



VISION FINANCIALS

Aging by Chartfield (AR30006)

Report Information

Purpose of the Report

This report lists calculated aged receivables by customer, item and Chartfield selection.

Type of Report

SQR

Navigation (Path) to the Report

Accounts Receivable > Receivables Analysis > Aging > Aging by Chartfield Rpt

Report Execution Procedure

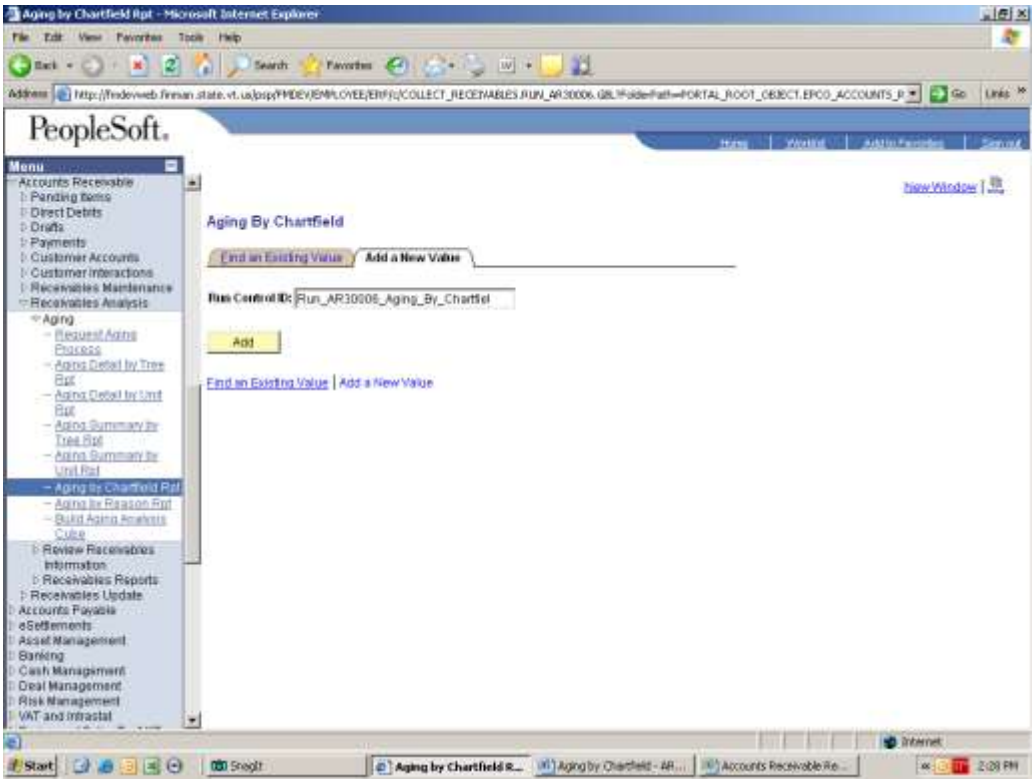
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR30006_Aging_by_Chartfiel)

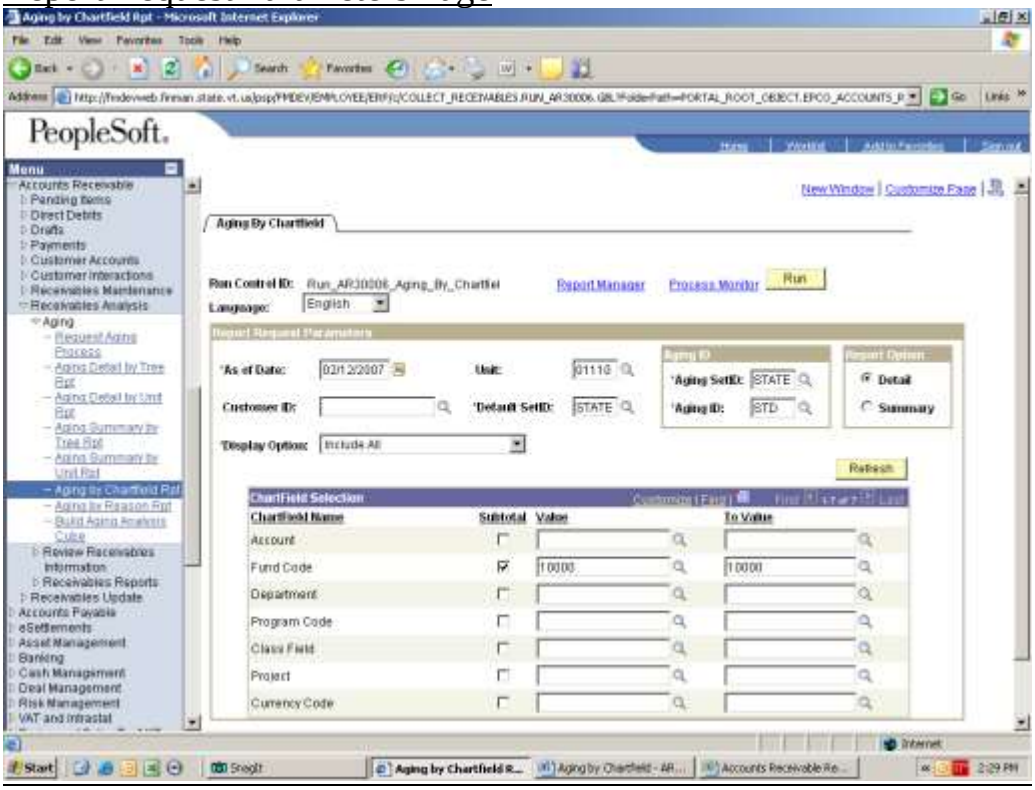
Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
As of Date	Enter date to Report by	Click on calendar to select date
Customer ID	Enter desired Customer ID	Click on magnifying glass to lookup Customer ID
Display Option	Select desired Display Option	Choose from the drop down list
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Default SetID	Enter desired Default SetID	Click on magnifying glass to lookup SetID
Aging SetID	Enter desired Aging SetID	Click on magnifying glass to lookup Aging SetID
Aging ID	Enter desired Aging ID	Click on magnifying glass to lookup Aging ID
Report Option	Choose desired report output type	Select radio button

Report Steps		see screenshot below
Refresh	Click Refresh	This opens up the area to select Chartfield information
Account	Enter desired Account range and select Subtotal box if desired	Leave blank to select all Accounts
Fund Code	Enter desired Fund Code range and select Subtotal box if desired	Leave blank to select all Funds
Department	Enter desired Department range and select Subtotal box if desired	Leave blank to select all Departments
Program Code	Enter desired Program Code range and select Subtotal box if desired	Leave blank to select all Programs
Class Field	Enter desired Class Field range and select Subtotal box if desired	Leave blank to select all Class Fields
Project	Enter desired Project range and select Subtotal box if desired	Leave blank to select all Projects
Currency Code	Enter desired Currency Code range and select Subtotal box if desired	Leave blank to select all Currencys
Run	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar30006 #######.PDF	Click this link for the PDF file	This opens the report.

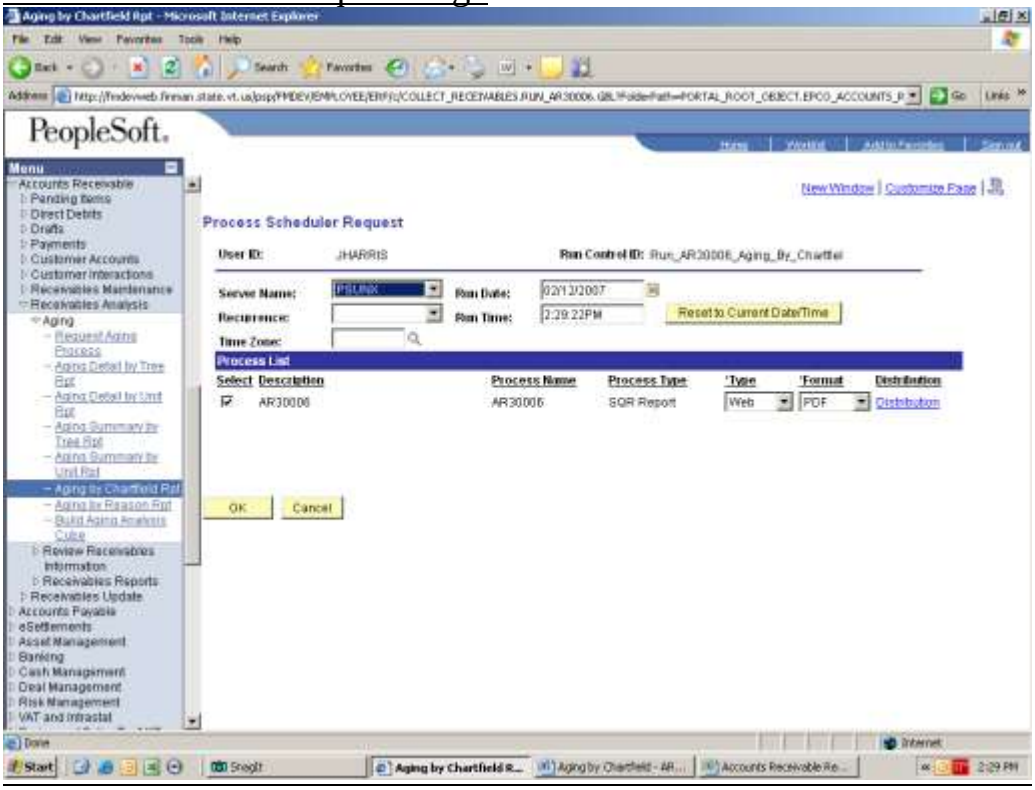
Run Control ID Page



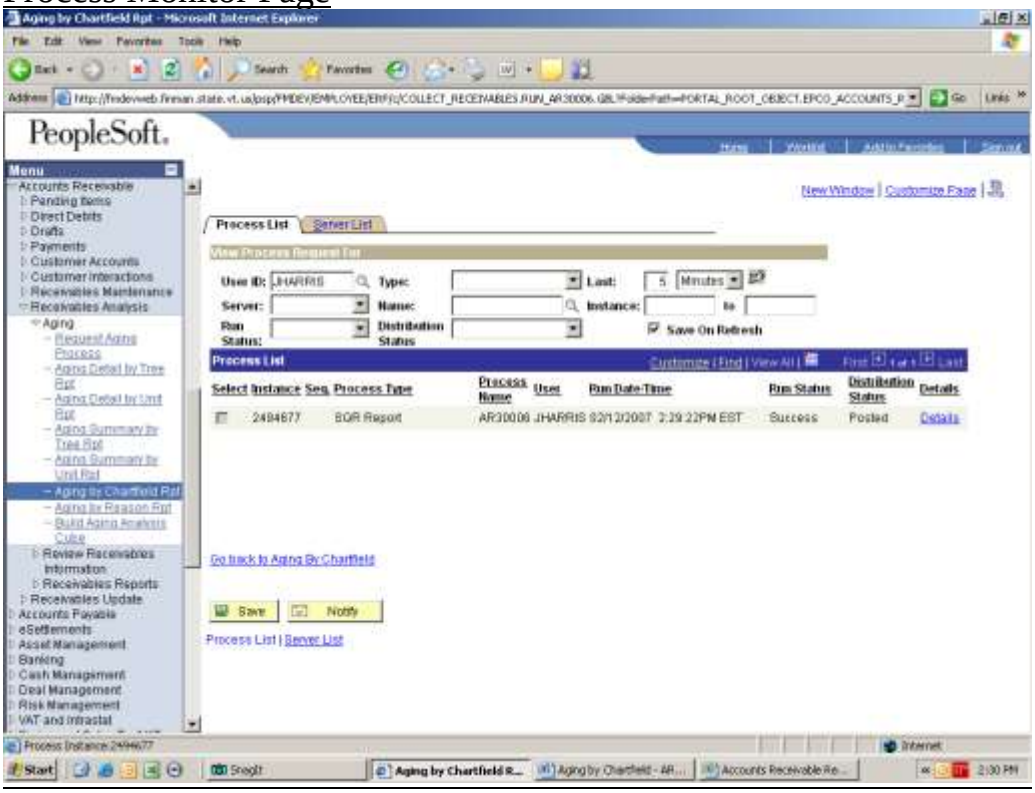
Report Request Parameters Page



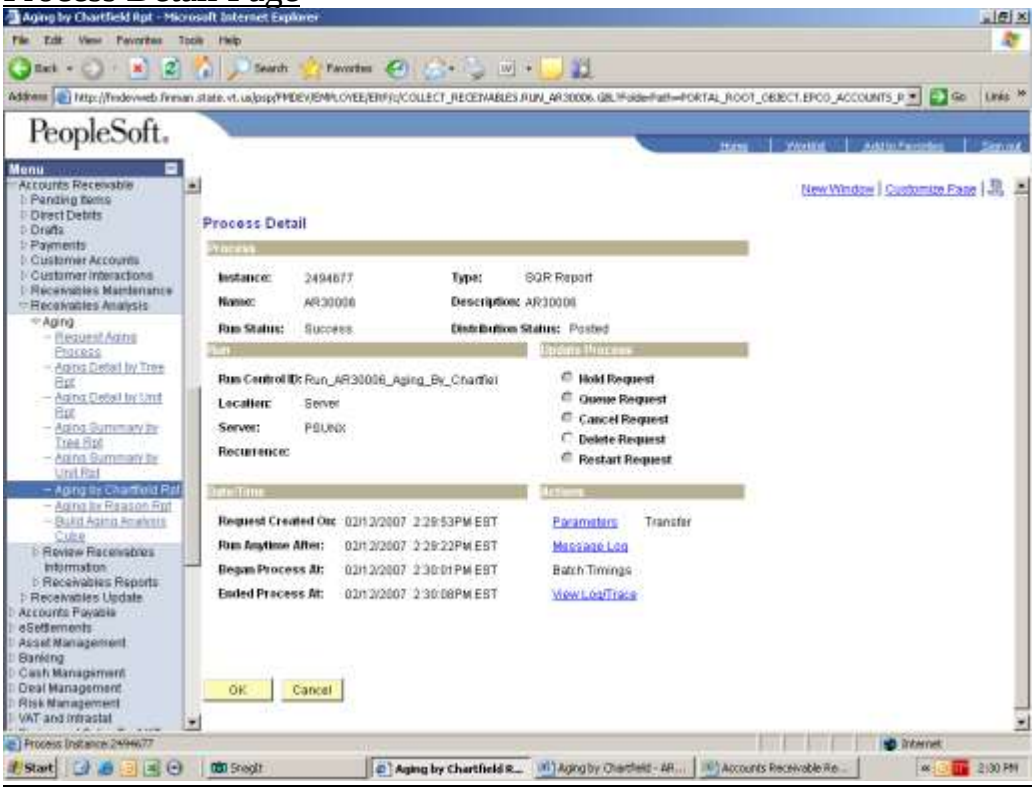
Process Scheduler Request Page



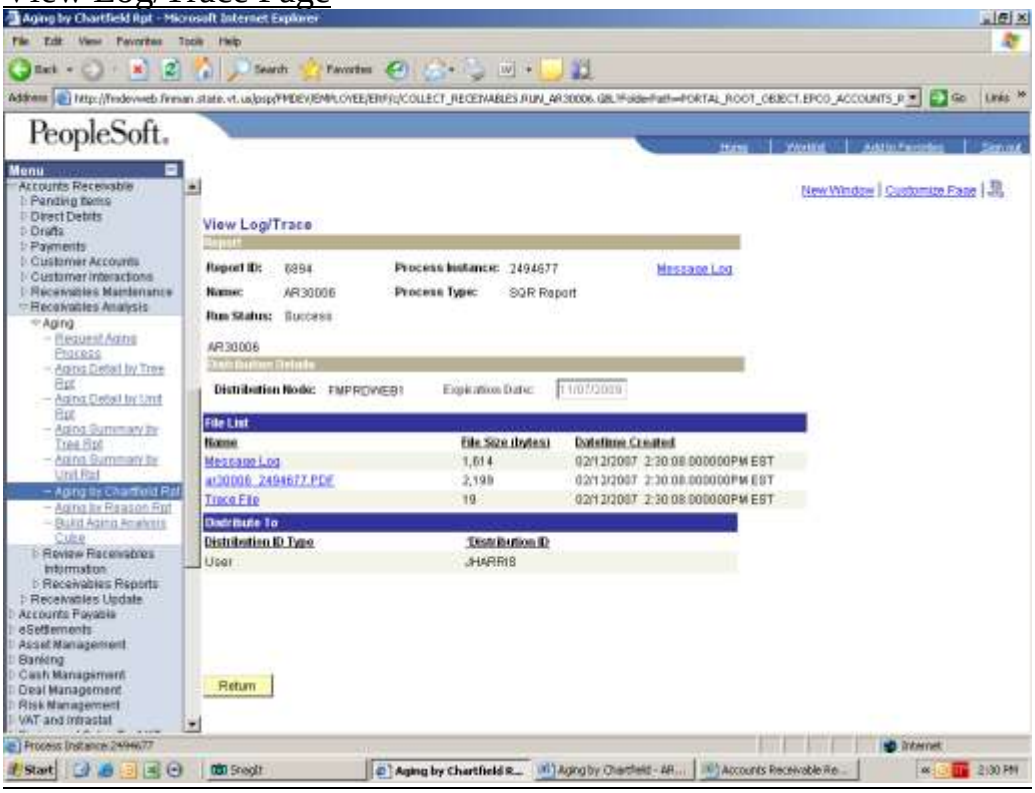
Process Monitor Page



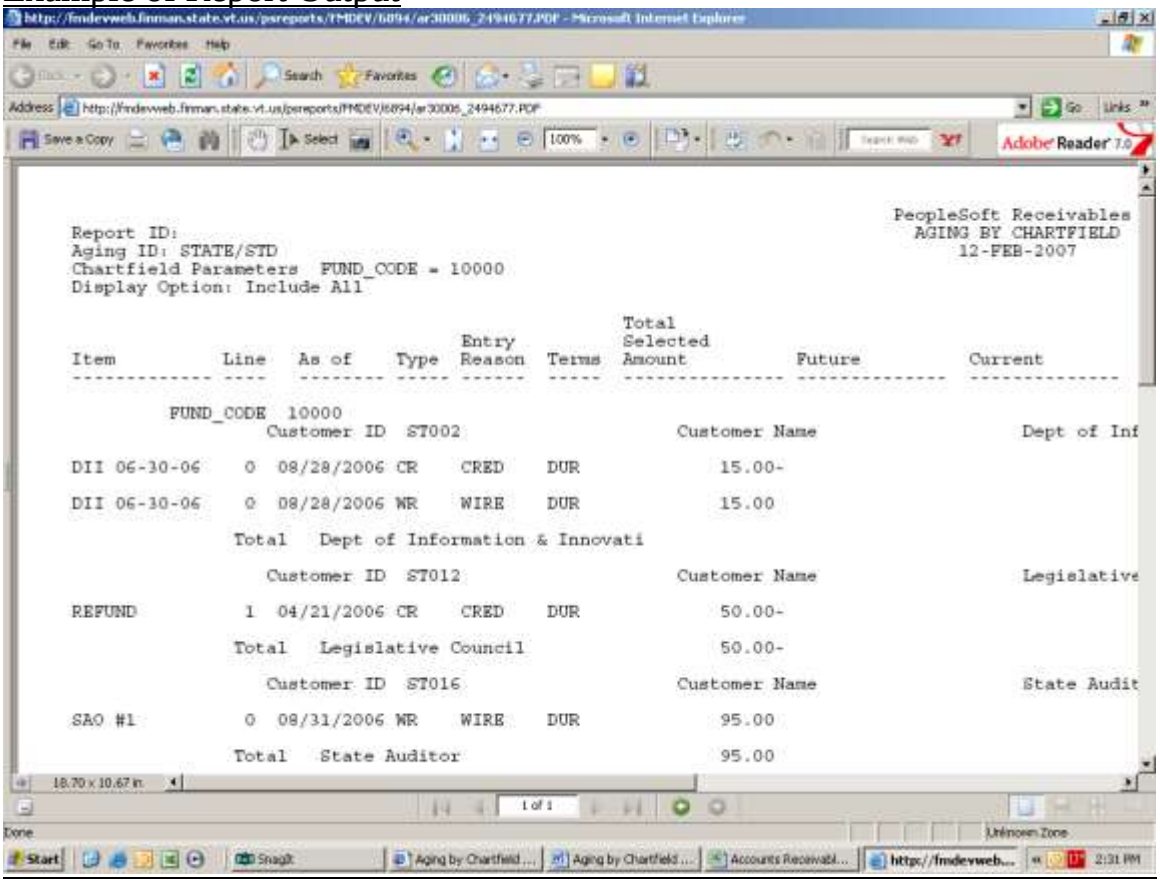
Process Detail Page



View Log/Trace Page



Example of Report Output



VISION FINANCIALS

Aging Detail by Business Unit (AR30003)

Report Information

Purpose of the Report

This report lists aged open balances for every item.

Type of Report

SQR

Navigation (Path) to the Report

Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt

Report Execution Procedure

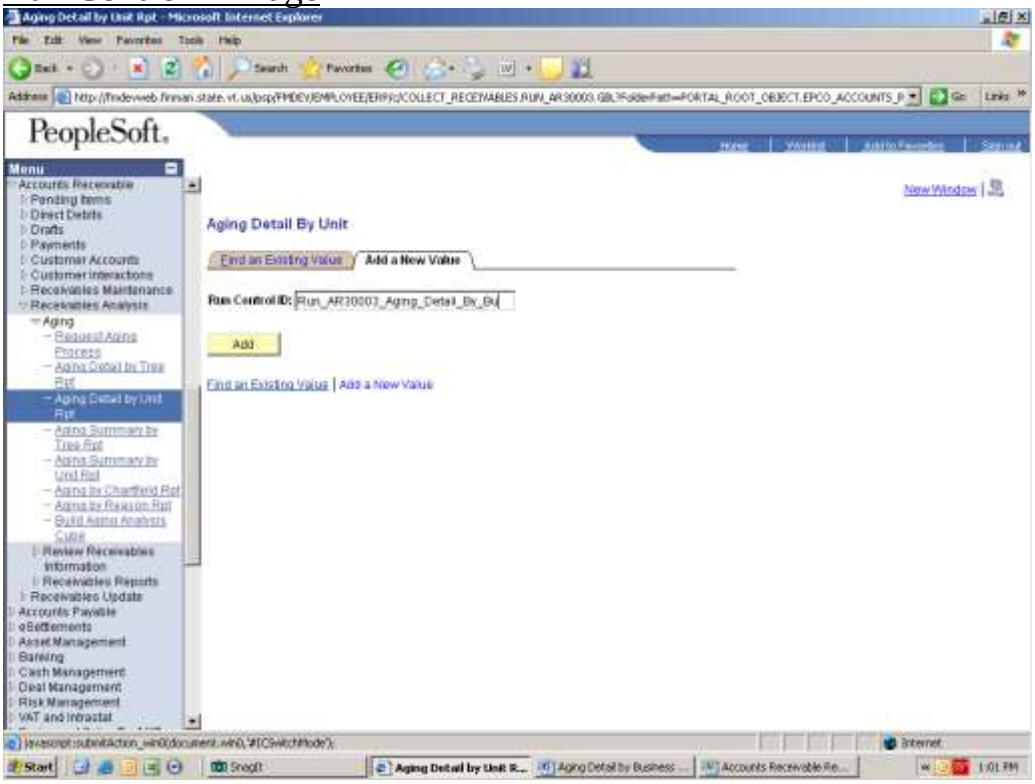
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR30003_Aging_Detail_by_Bu)

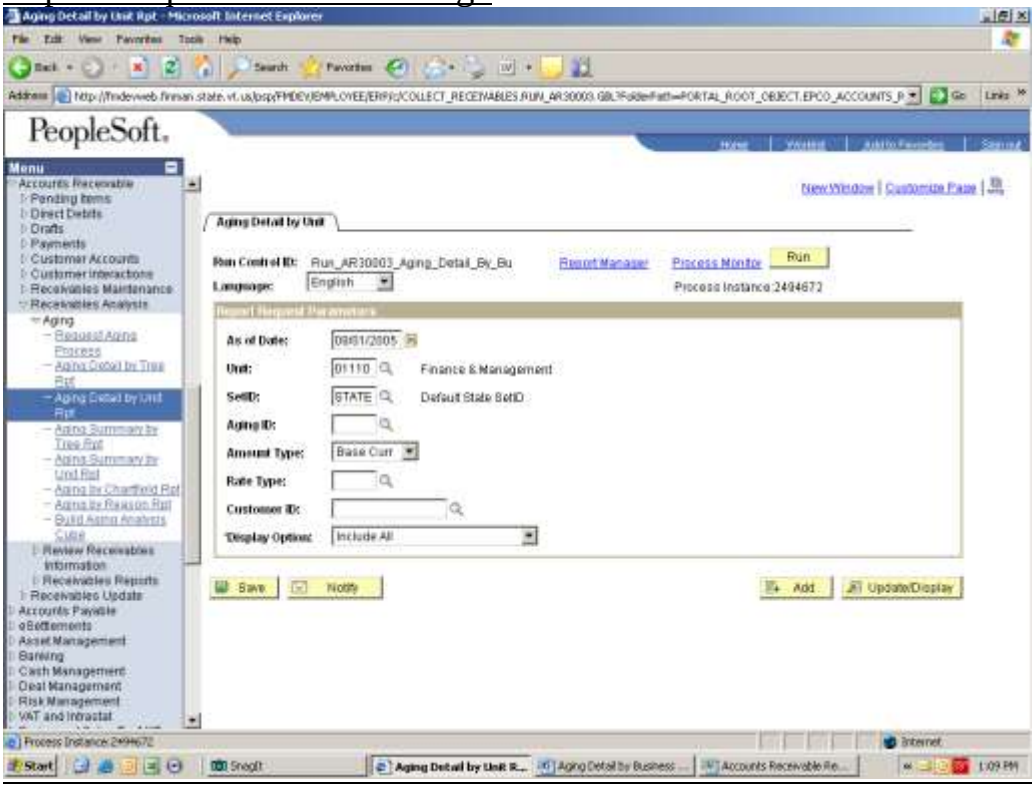
Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
As of Date	Enter desired report date	Click calendar to lookup date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
SetID	Enter desired SetID	Click on magnifying glass to lookup SetID
Aging Id	Enter desired Aging ID	Click on magnifying glass to lookup Aging ID; leave blank to select all
Amount Type	Select desired Amount Type	Select from drop down list
Rate Type	Enter desired Rate Type	Click on magnifying glass to lookup Rate Type; leave blank to select all

Report Steps		see screenshot below
Customer ID	Enter desired Customer ID	Click on magnifying glass to lookup Customer ID; leave blank to select all
Display Option	Select desired Display Option	Select from drop down list
Run	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar30003 #######.PDF	Click this link for the PDF file	This opens the report.

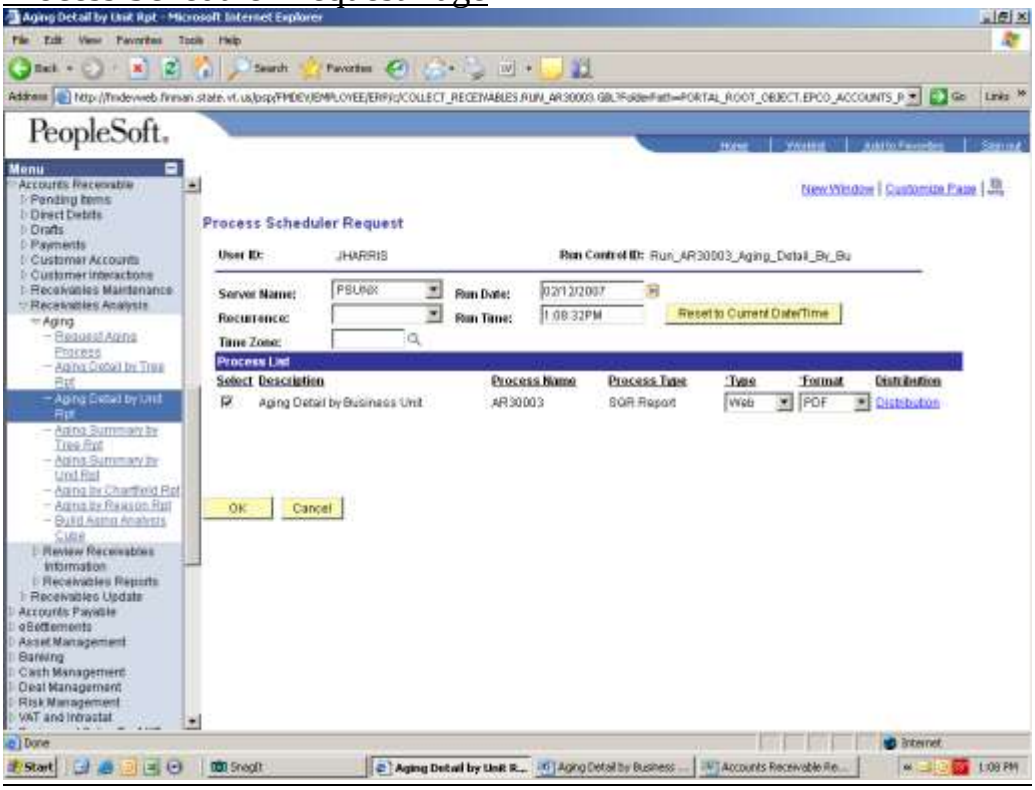
Run Control ID Page



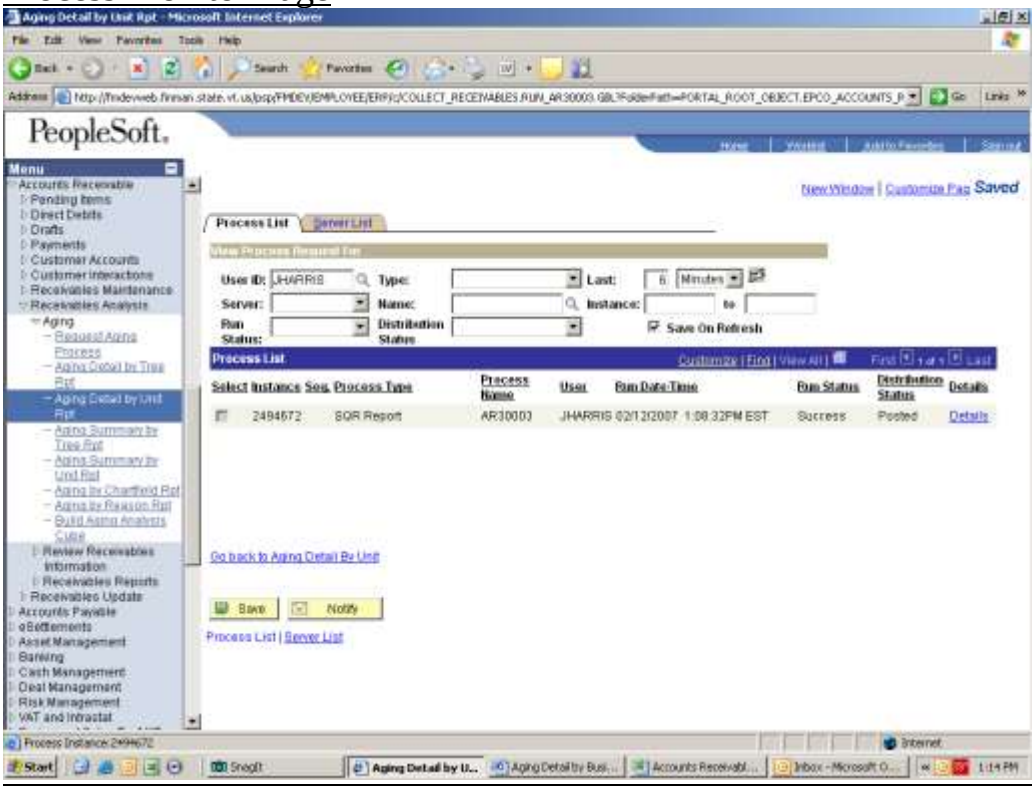
Report Request Parameters Page



Process Scheduler Request Page

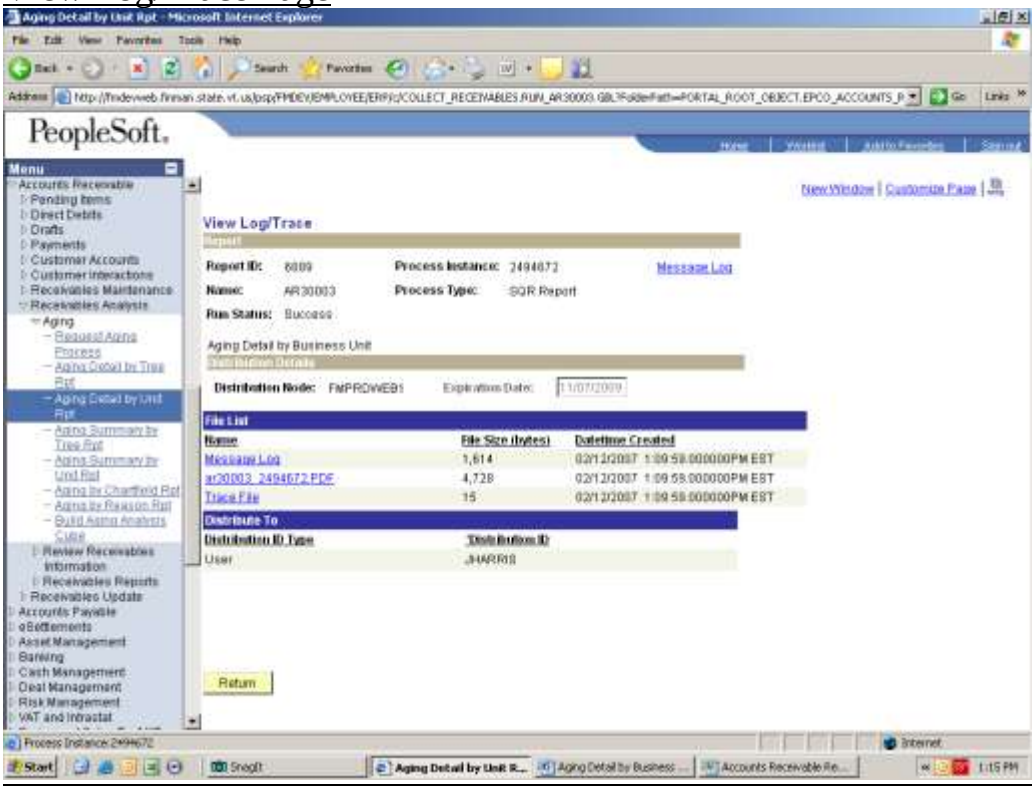


Process Monitor Page

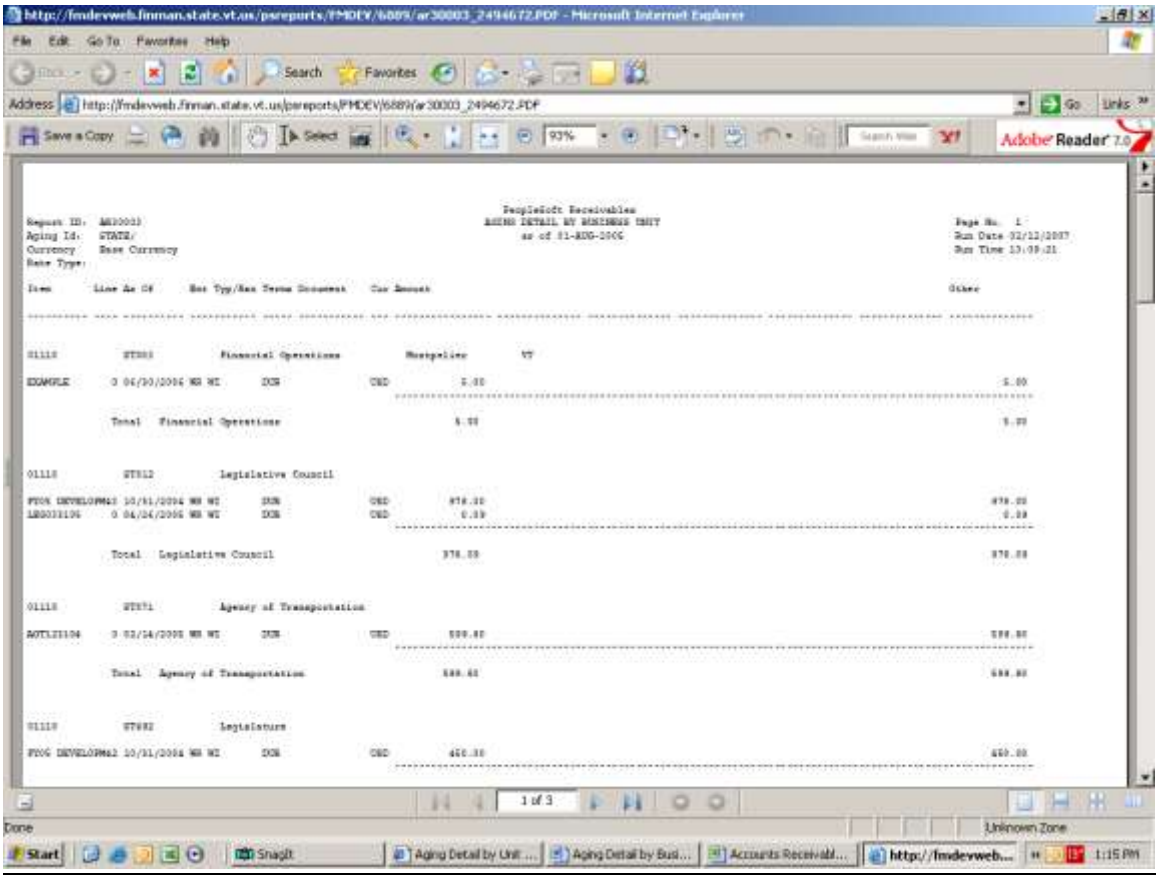


Process Detail Page

View Log/Trace Page



Example of Report Output



VISION FINANCIALS

Aging Summary by Business Unit (AR30004)

Report Information

Purpose of the Report

This report lists aged open balances for every customer.

Type of Report

SQR

Navigation (Path) to the Report

Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt

Report Execution Procedure

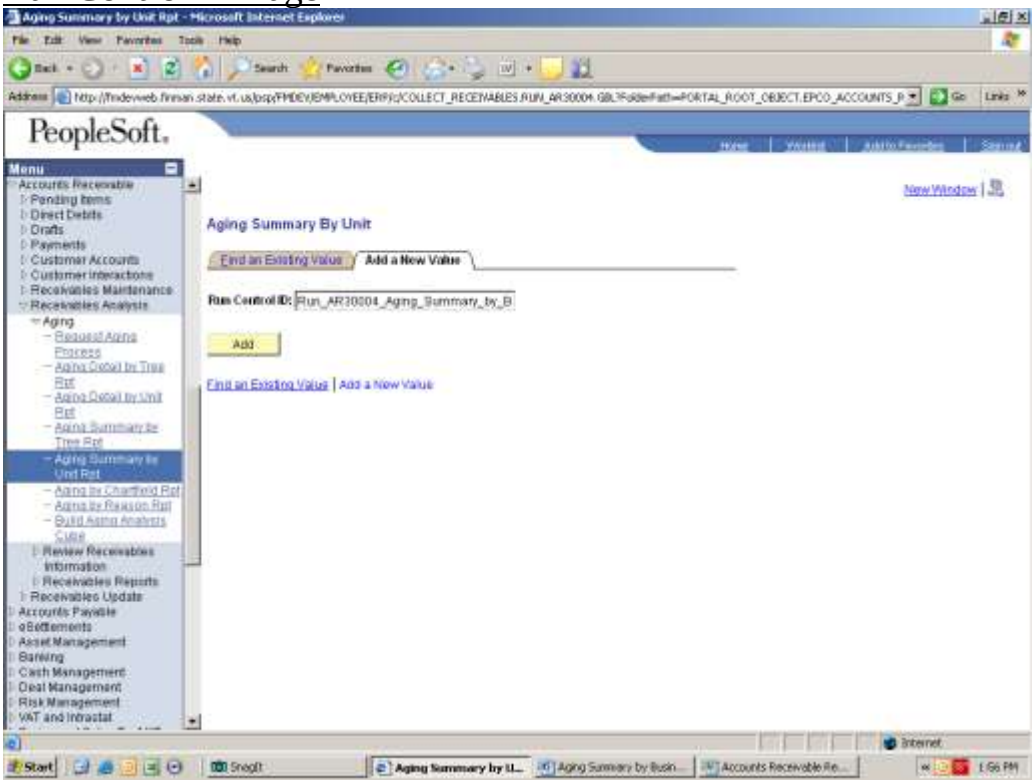
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR30004_Aging_Summary_by_B)

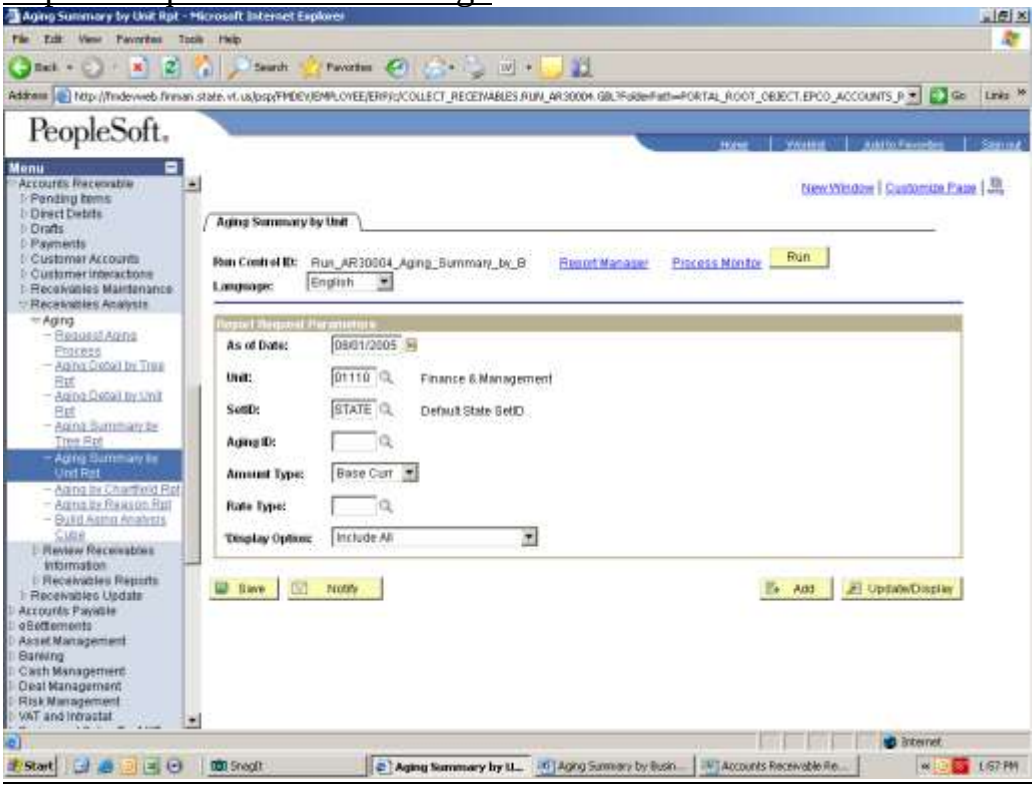
Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
As of Date	Enter desired report date	Click calendar to lookup date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
SetID	Enter desired SetID	Click on magnifying glass to lookup SetID
Aging Id	Enter desired Aging ID	Click on magnifying glass to lookup Aging ID; leave blank to select all
Amount Type	Select desired Amount Type	Select from drop down list
Rate Type	Enter desired Rate Type	Click on magnifying glass to lookup Rate Type; leave blank to select all
Customer ID	Enter desired Customer ID	Click on magnifying glass to lookup Customer ID; leave blank to select all

Report Steps		see screenshot below
Display Option	Select desired Display Option	Select from drop down list
Run	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar30004 #######.PDF	Click this link for the PDF file	This opens the report.

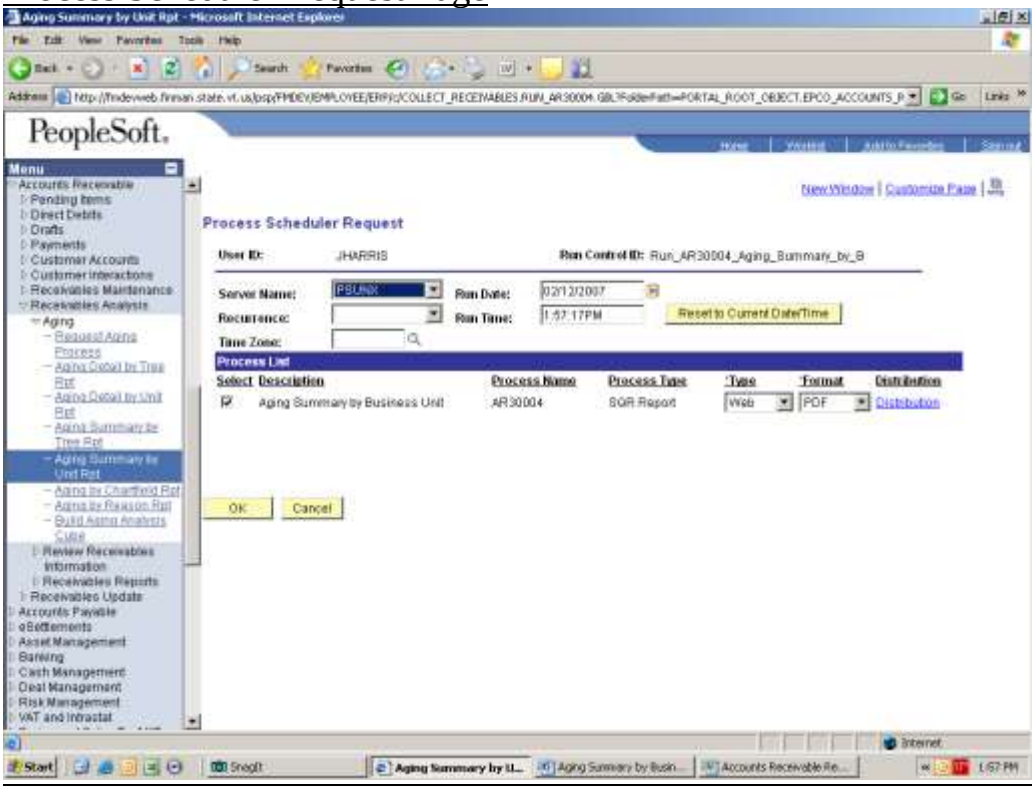
Run Control ID Page



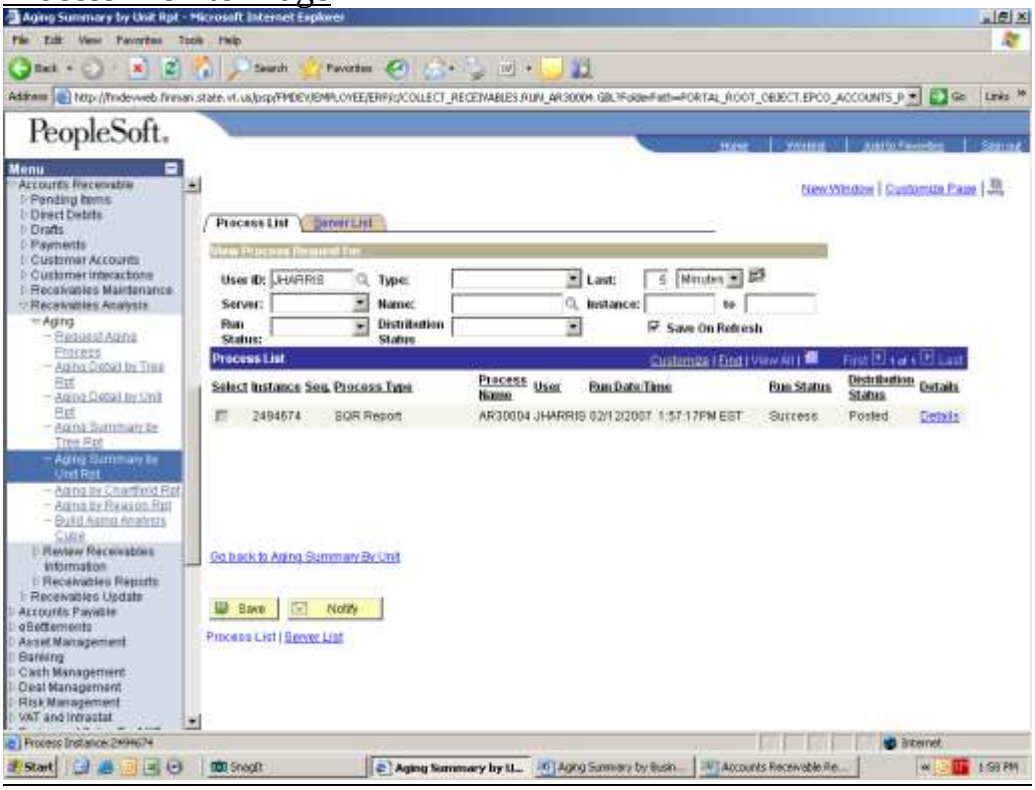
Report Request Parameters Page



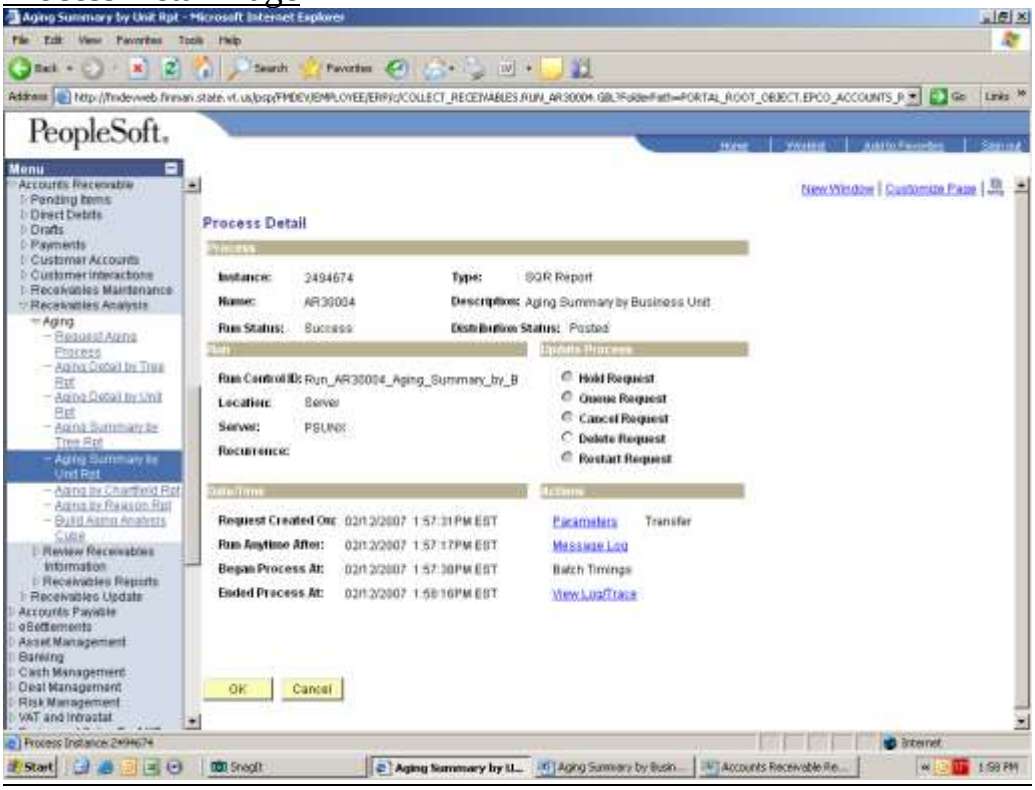
Process Scheduler Request Page



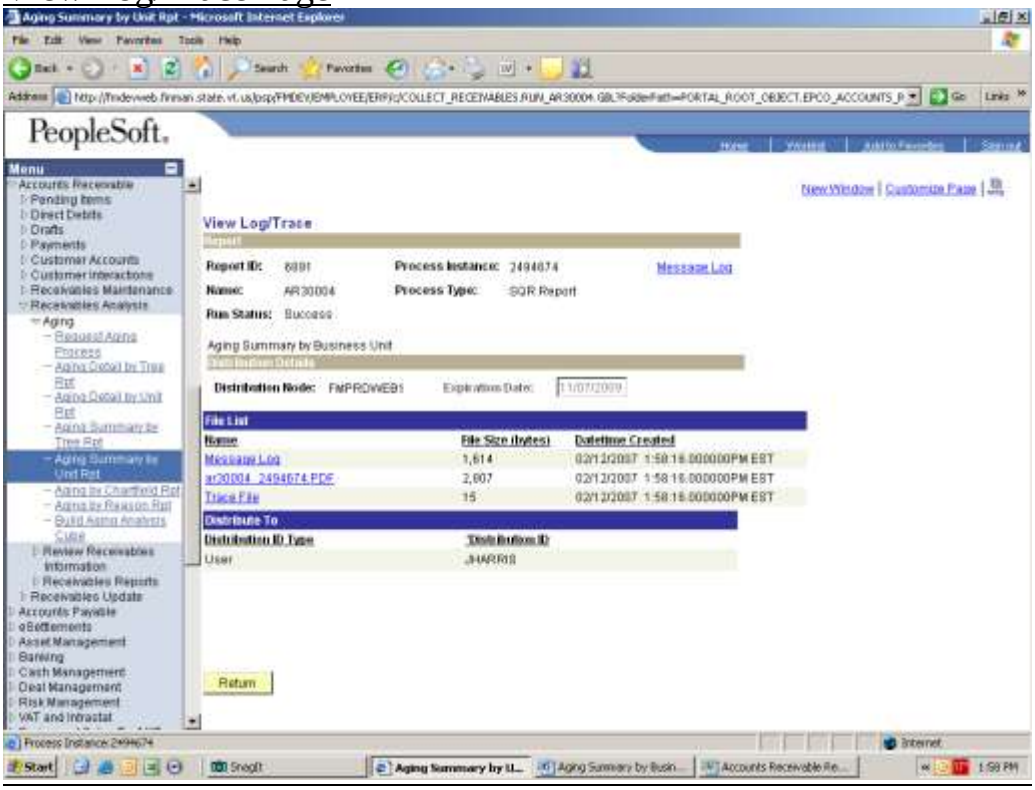
Process Monitor Page



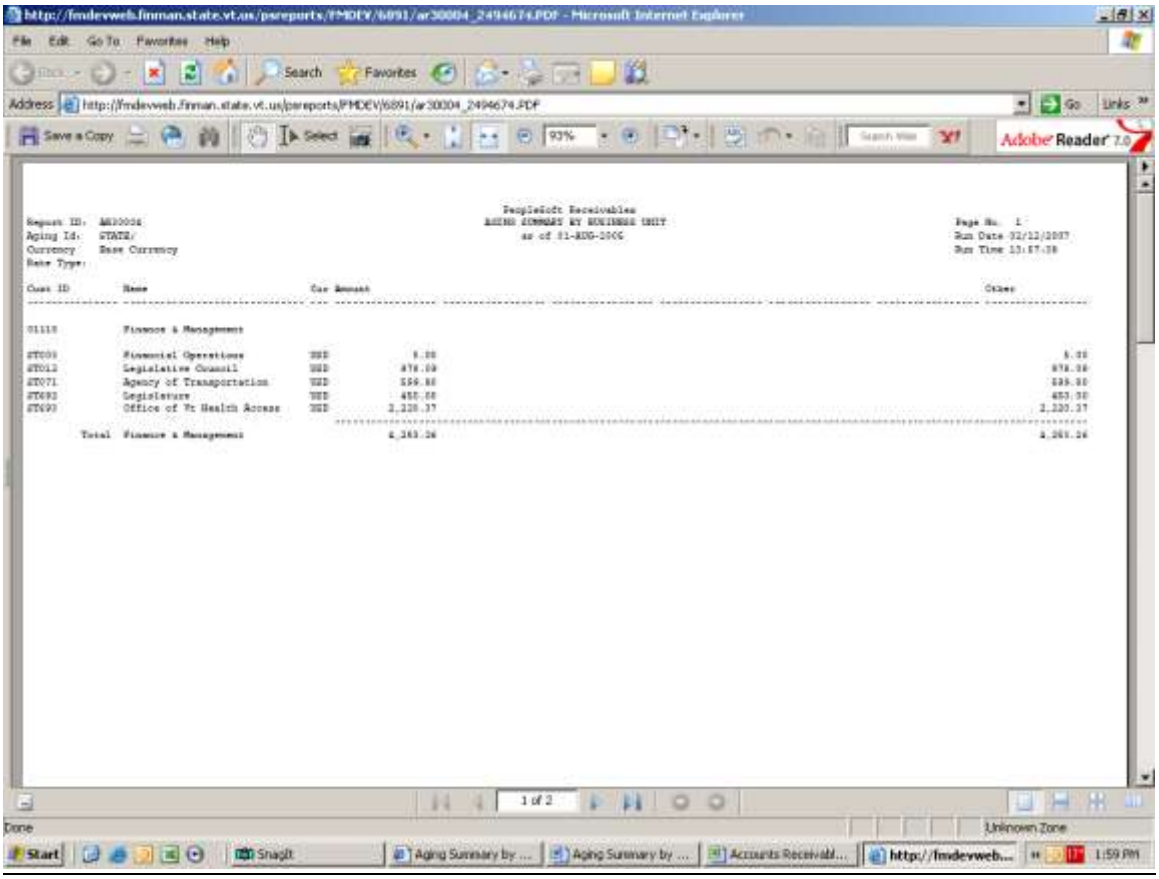
Process Detail Page



View Log/Trace Page



Example of Report Output



VISION FINANCIALS

AR Customer Item Inquiry (AR34003)

Report Information

Purpose of the Report

This report lists detailed item information by customer, including entry type, balance, reference, dispute, terms and discount date.

Type of Report

Crystal

Navigation (Path) to the Report

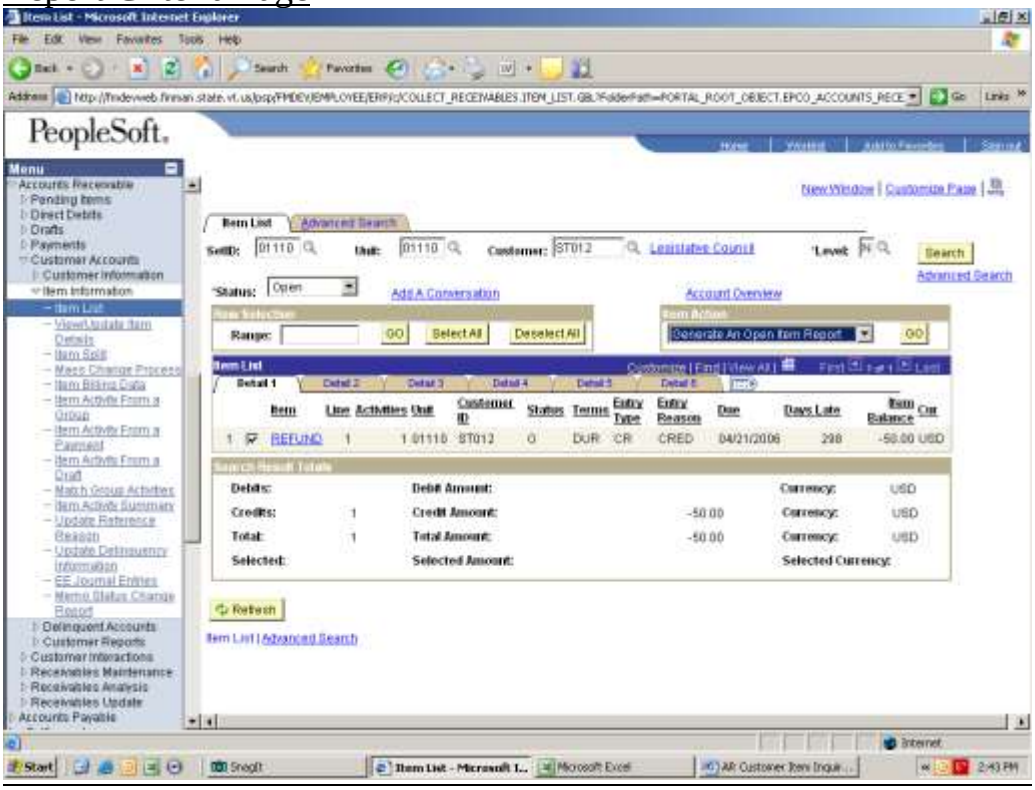
Accounts Receivable > Customer Accounts > Item Information > Item List

Report Execution Procedure

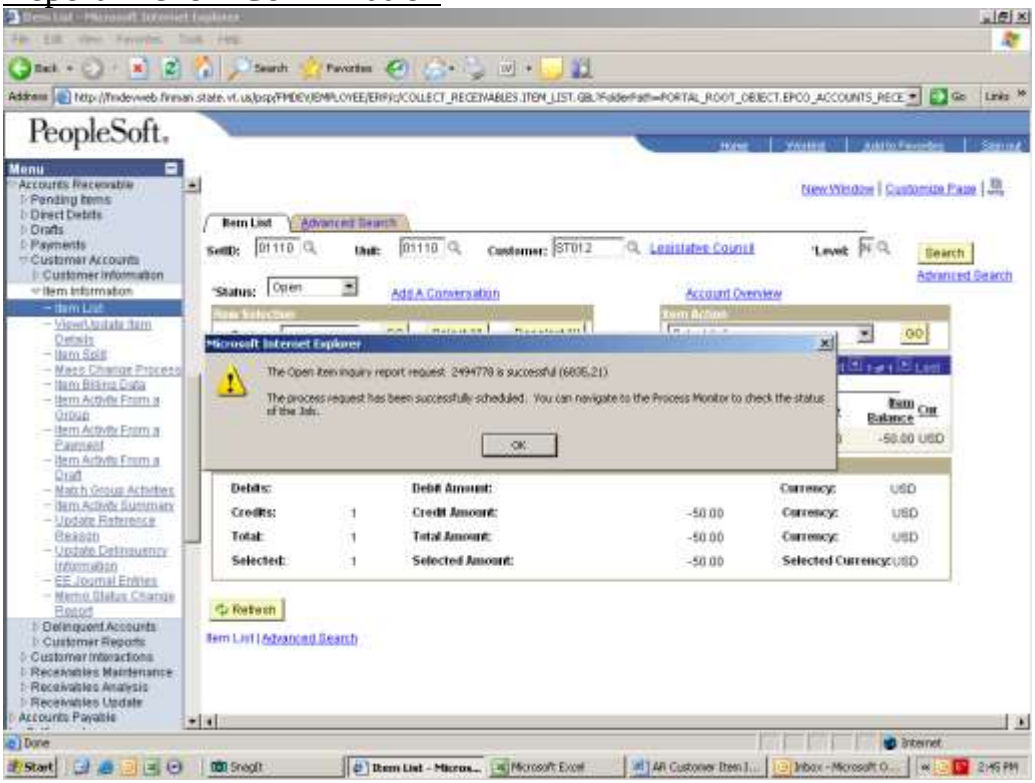
Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
SetID	Enter desired SetID	Click on the magnifying glass to lookup SetID
Unit	Enter desired Unit	Click on the magnifying glass to lookup Unit
Customer	Enter desired Customer	Click on the magnifying glass to lookup Customer
Level	Enter desired Level	Click on the magnifying glass to lookup Level
Status	Select desired Status	Choose Status from drop down list
Search	Click the "Search" button	A list of items that match selected criteria load in the Item List box
Row Selection	Enter Range of desired items to report on and click Go	Alternatively, select all or deselect all by clicking those buttons; or, select individual items by checking the box next to each desired item
Item Action	Choose "Generate an Open Report" then select click Go	A box appears saying that the request was successful, go to Process Monitor to check the status

Report Steps		see screenshot below
	Click PeopleTools, click Process Scheduler, click Process Monitor	Follow this navigation to open Process Monitor
	Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.	
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar34003 #######.PDF	Click this link for the PDF file	This opens the report.

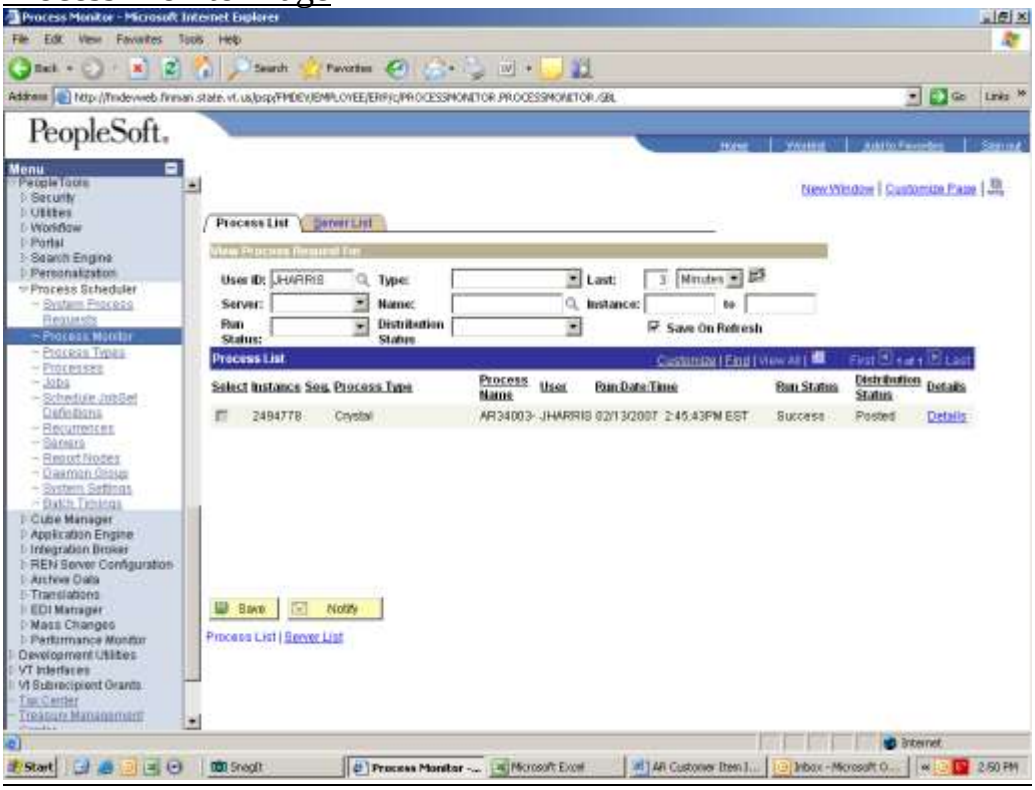
Report Criteria Page



Report Kickoff Confirmation

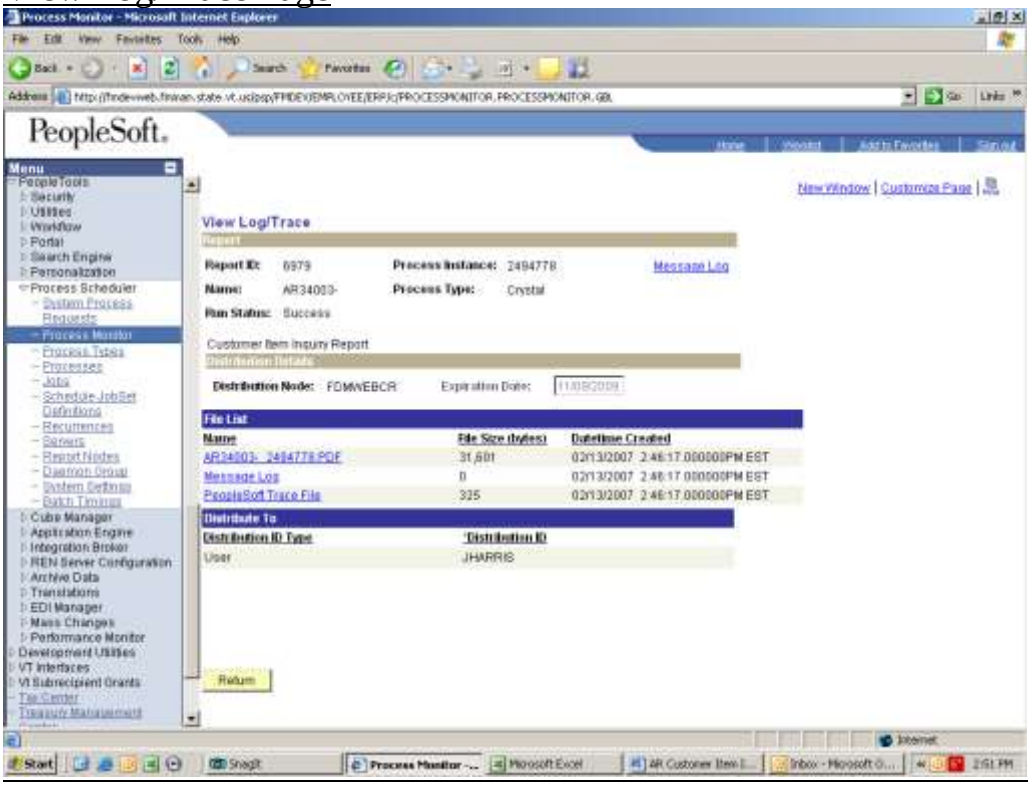


Process Monitor Page

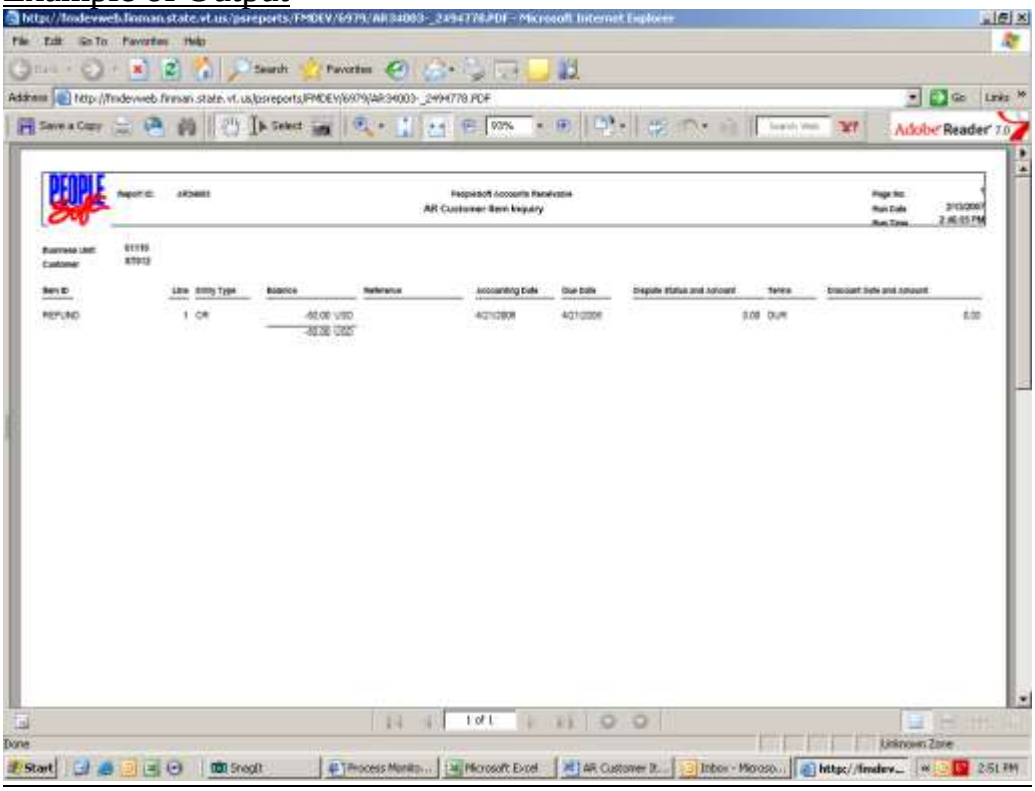


Process Detail Page

View Log/Trace Page



Example of Output



VISION FINANCIALS

Auto Entry Type (AR01003)

Report Information

Purpose of the Report

This report lists valid automatic entry information as of a specified effective date.

Type of Report

SQR

Navigation (Path) to the Report

Set Up Financials/Supply Chain > Product Related > Receivables > Reports > Auto Entry Type

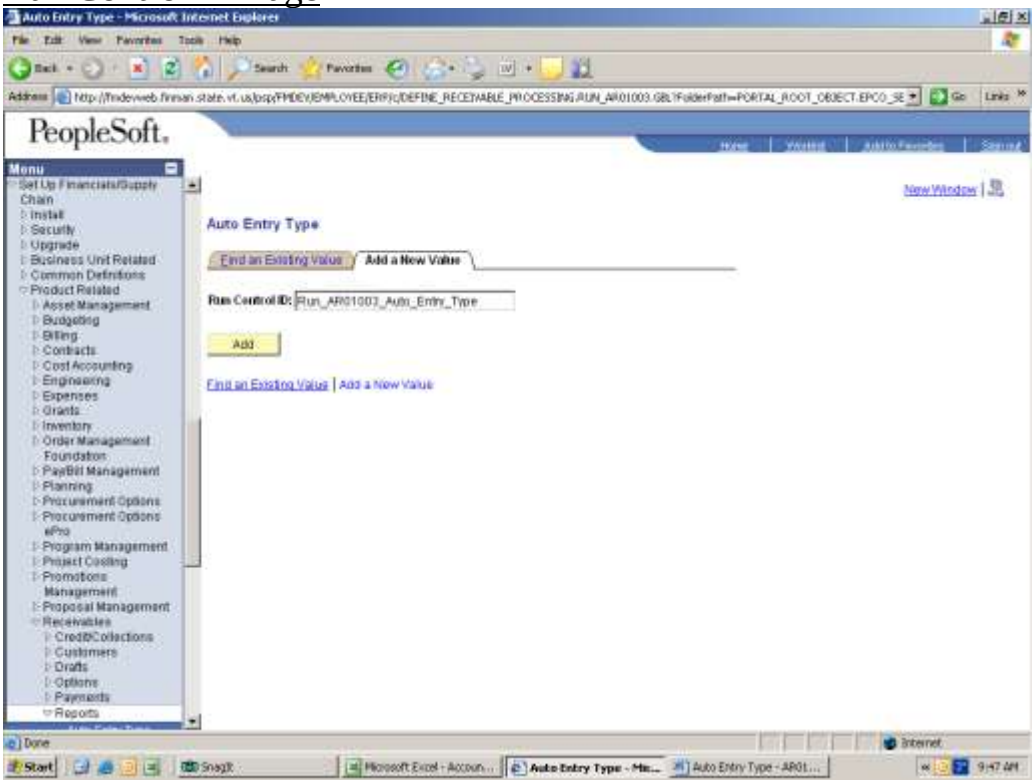
Report Execution Procedure

Run Control Notes:

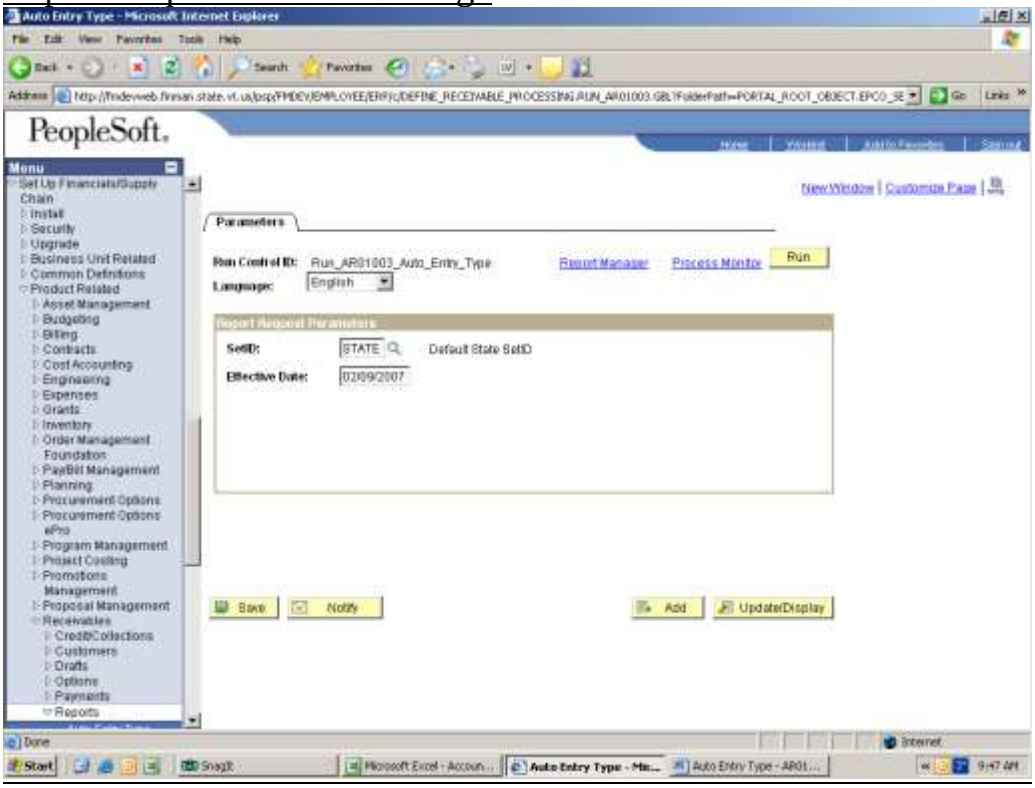
- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR01003_Auto_Entry_Type)

Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
SetID	Enter desired SetID	Click on magnifying glass to lookup value
Effective Date	Enter specific date	
Run	Click the "Run" button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select "PSUNX"	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar01003 #######.PDF	Click this link for the PDF file	This opens the report.

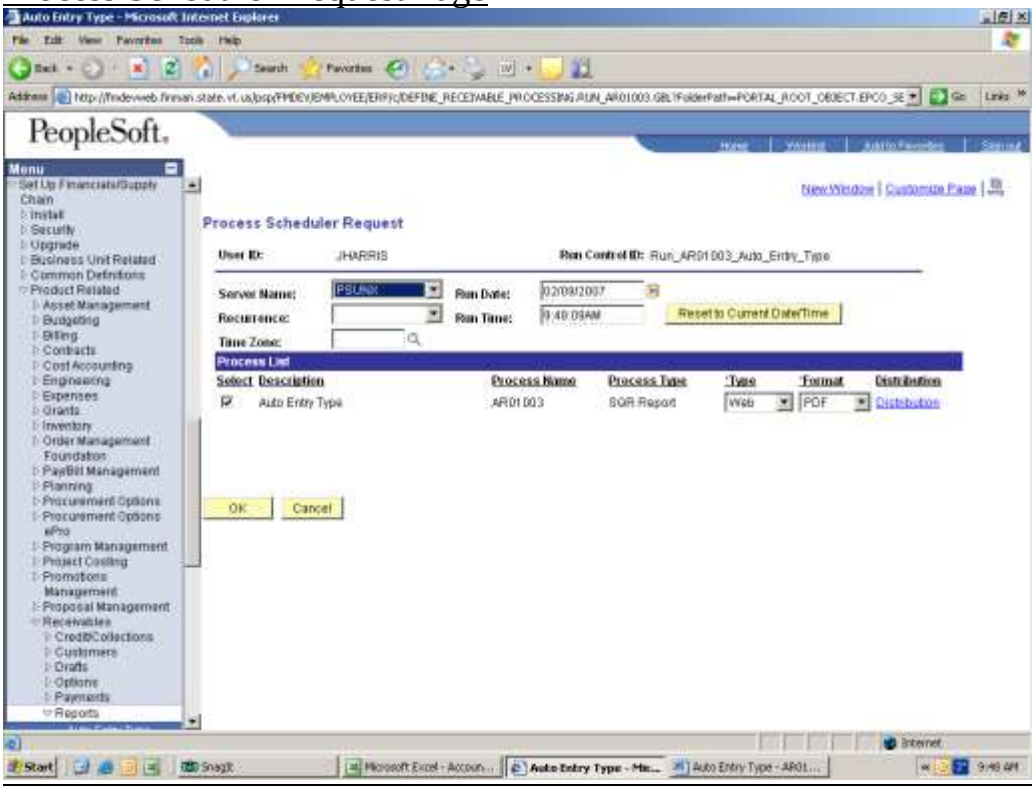
Run Control ID Page



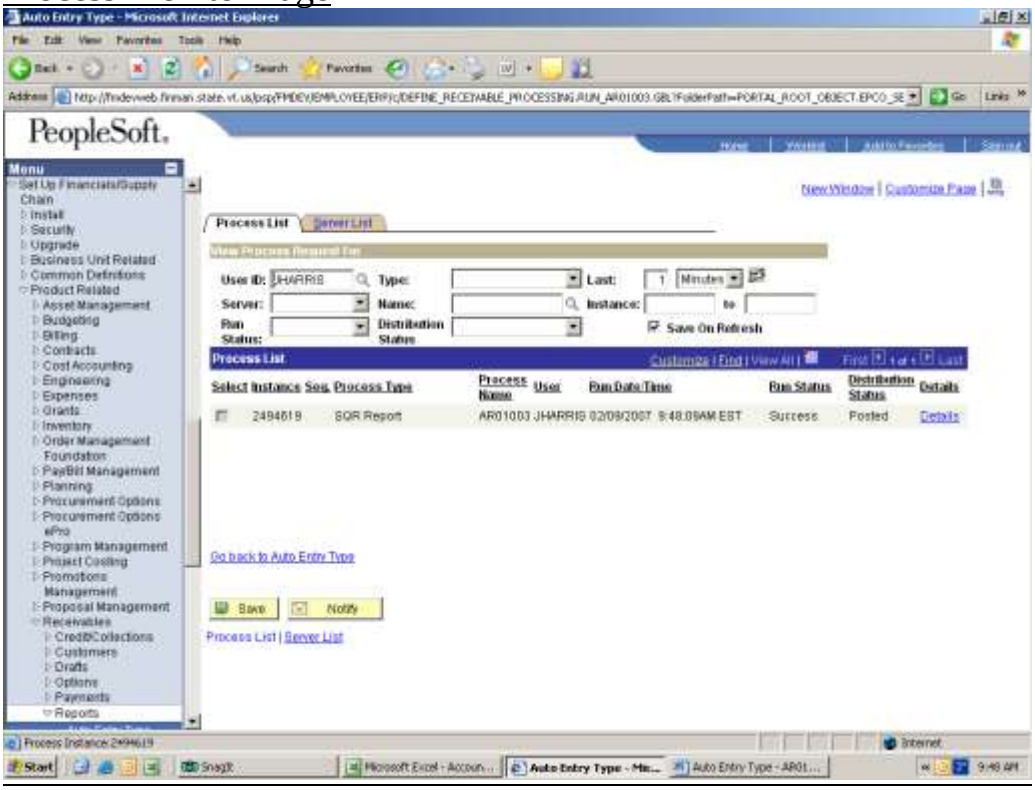
Report Request Parameters Page



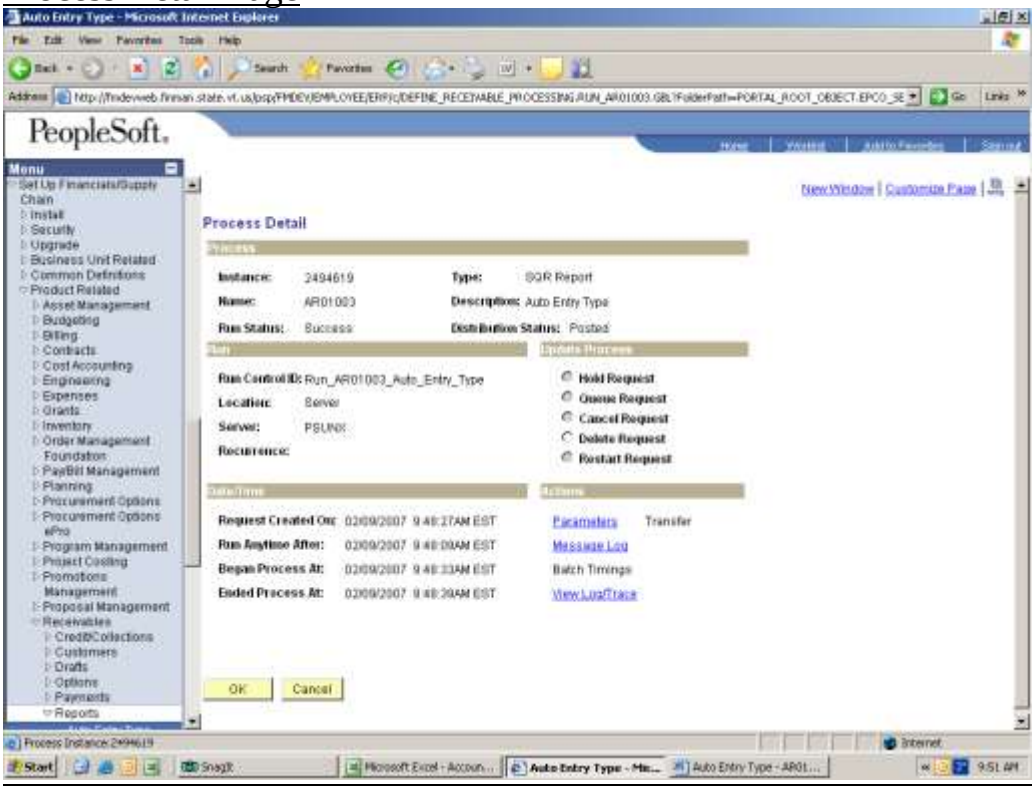
Process Scheduler Request Page



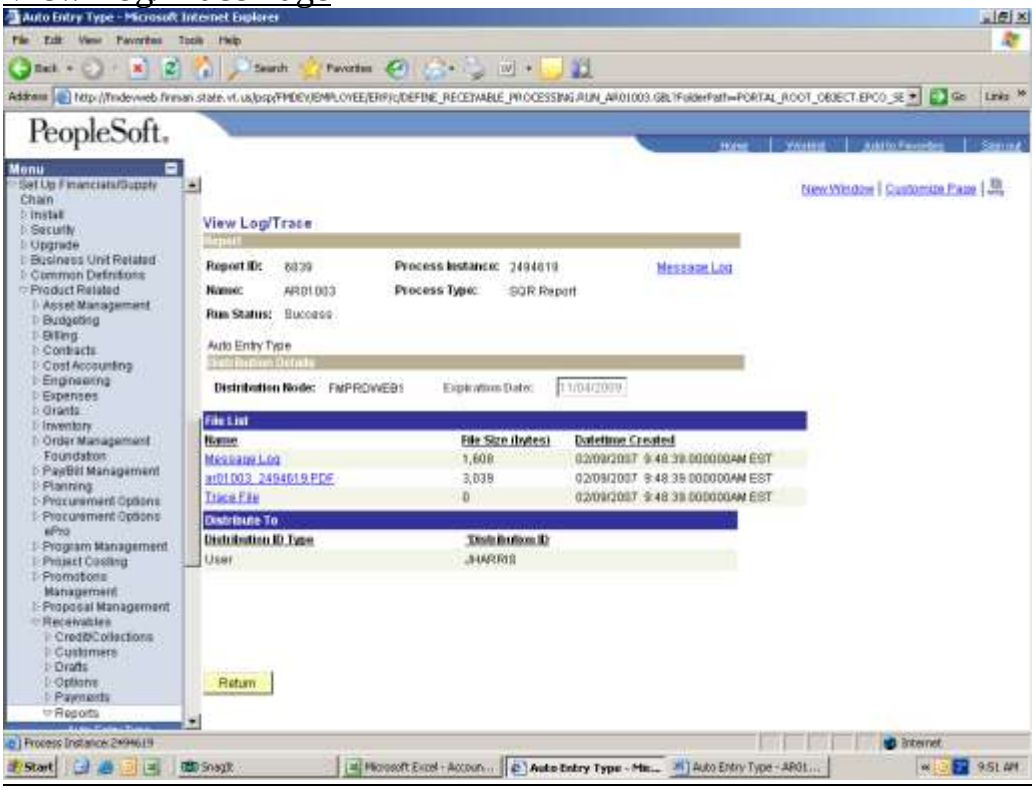
Process Monitor Page



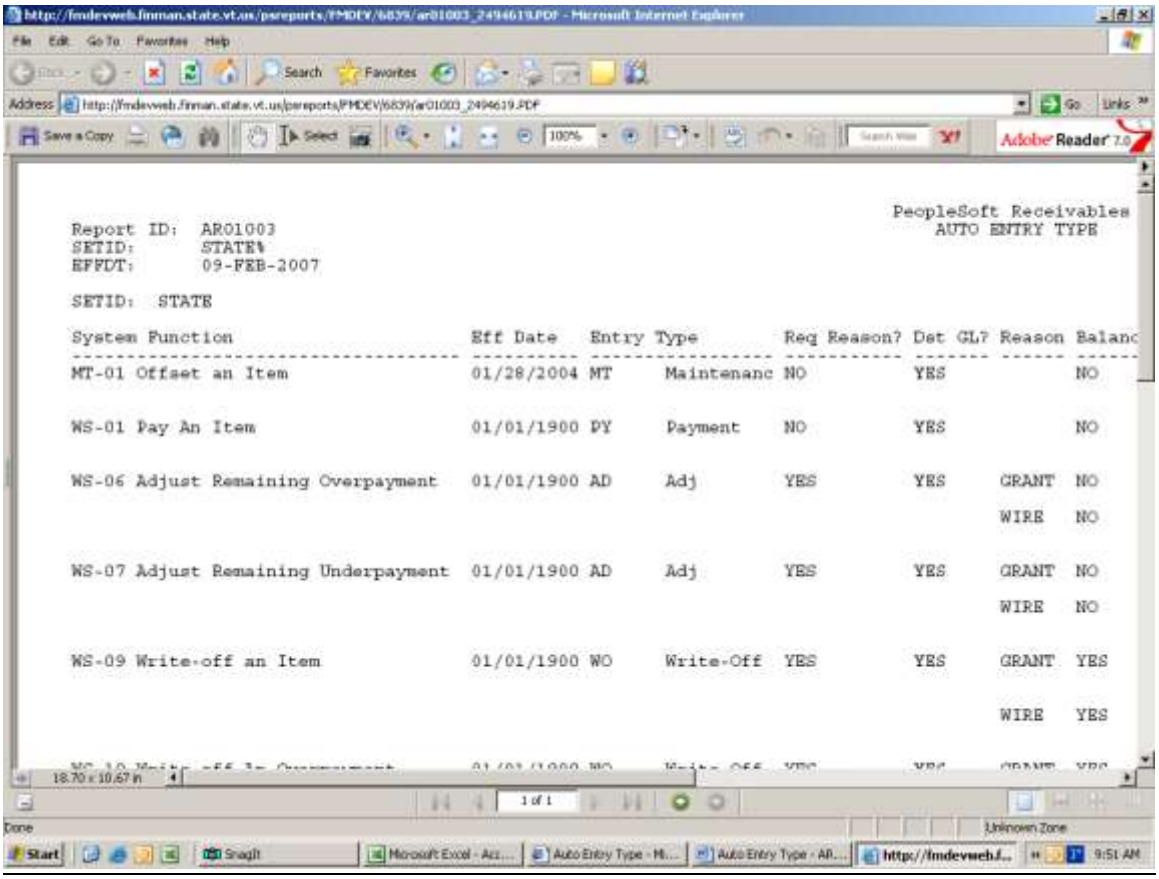
Process Detail Page



View Log/Trace Page



Example of Report Output



PeopleSoft Receivables
AUTO ENTRY TYPE

Report ID: AR01003
SETID: STATE%
EFFDT: 09-FEB-2007

SETID: STATE

System Function	Eff Date	Entry Type		Req Reason?	Det GL?	Reason	Balanc
MT-01 Offset an Item	01/28/2004	MT	Maintenanc	NO	YES		NO
WS-01 Pay An Item	01/01/1900	PY	Payment	NO	YES		NO
WS-06 Adjust Remaining Overpayment	01/01/1900	AD	Adj	YES	YES	GRANT	NO
						WIRE	NO
WS-07 Adjust Remaining Underpayment	01/01/1900	AD	Adj	YES	YES	GRANT	NO
						WIRE	NO
WS-09 Write-off an Item	01/01/1900	WO	Write-Off	YES	YES	GRANT	YES
						WIRE	YES

VISION FINANCIALS

Balance Forward Statement (AR32001)

Report Information

Purpose of the Report

This report lists all new items and payments in the current statement period, balance forward amount or ending amount from the previous statement, and the ending balance for the current statement period.

Type of Report

Crystal

Navigation (Path) to the Report Creation

Accounts Receivable > Customer Interactions > Statements > Create Customer Statements

Navigation (Path) to the Report

Accounts Receivable > Customer Interactions > Statements > Print Statements

Report Execution Procedure

Run Control Notes:

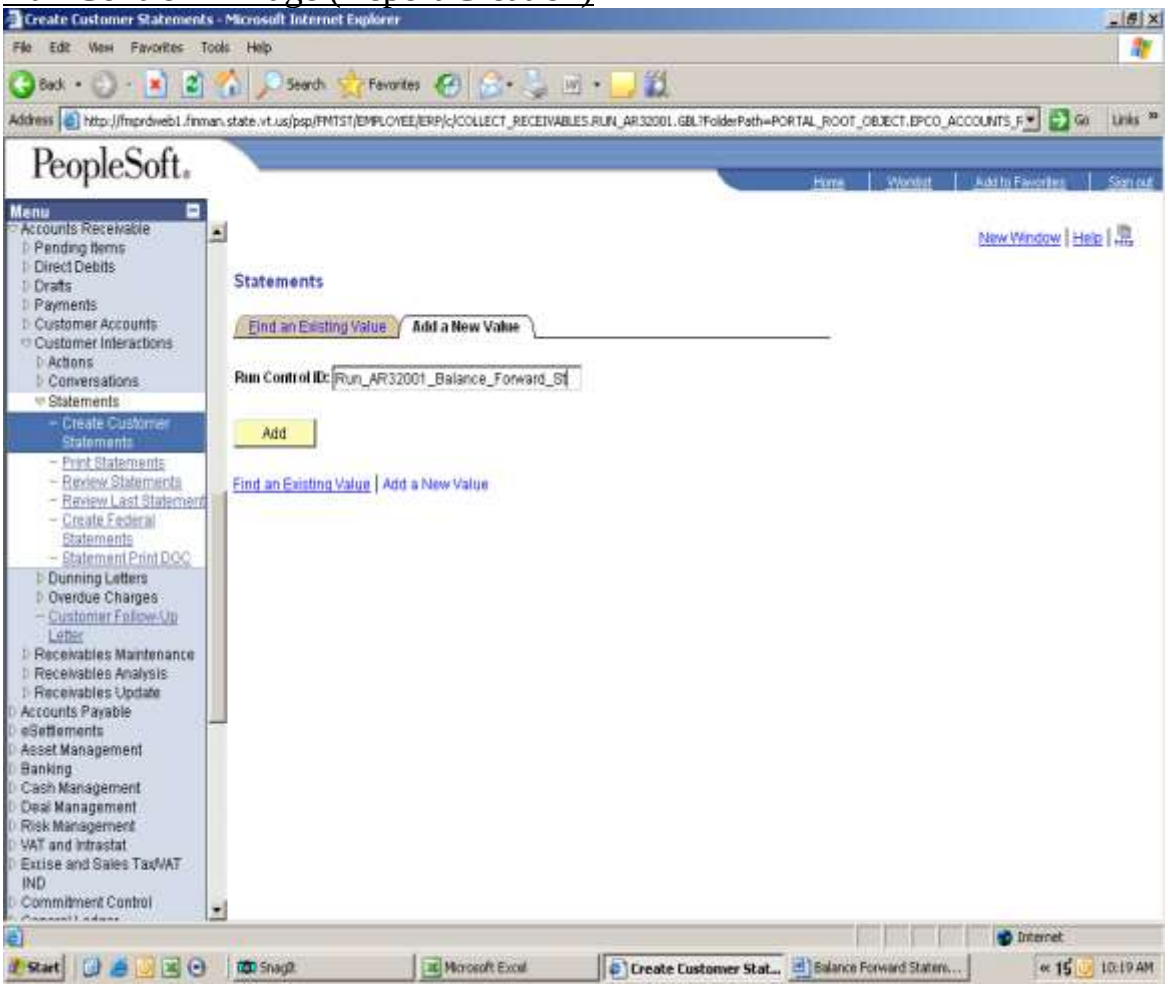
- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR32000_Open_Item_Statemen)

Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
Report Creation Steps (use navigation for report creation above):		
As of Date	Enter desired As of Date	Click calendar to select As of Date
Unit	Enter desired Unit	Click magnifying glass to lookup Unit
SetID	Enter desired SetID	Click magnifying glass to lookup SetID
Customer	Enter desired Customer	Click magnifying glass to lookup Customer

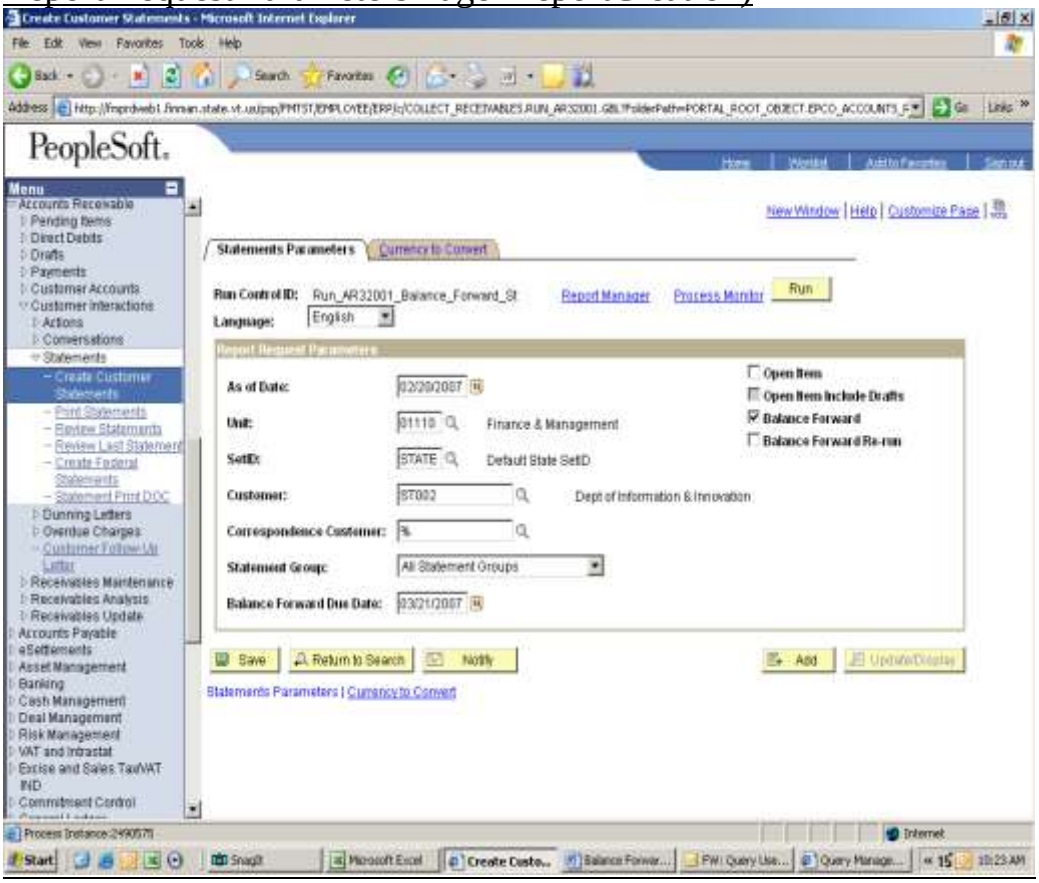
Report Steps		see screenshot below
Correspondence Customer	Enter desired Correspondence Customer	Click magnifying glass to lookup Correspondence Customer
Statement Group	Select desired Statement Group	Choose Statement Group from drop down list
Open Item	Check this box	
Open Item Include Drafts	Check this box if desired	
Balance Forward	Uncheck this box	This will gray out the Balance Forward Due Date and Balance Forward Re-run
Run	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Ok	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”
Report Steps (use navigation for report from above):		
Run	Click the “Run” button	Warning page loads warning to process report immediately so as to not lose any data
Ok	Click the “Ok” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Process List	Select “Customer Statement Print”	It’s Process Name is AR32000-
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.

Report Steps		see screenshot below
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar32000 #######.PDF	Click this link for the PDF file	This opens the report.

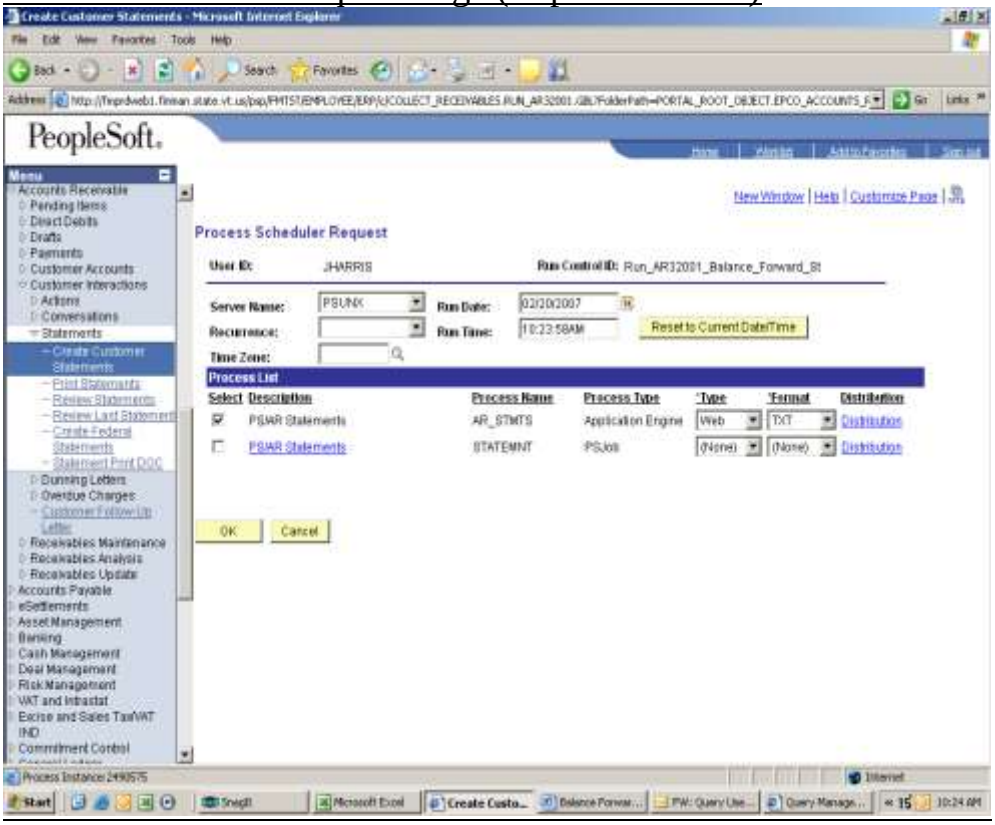
Run Control ID Page (Report Creation)



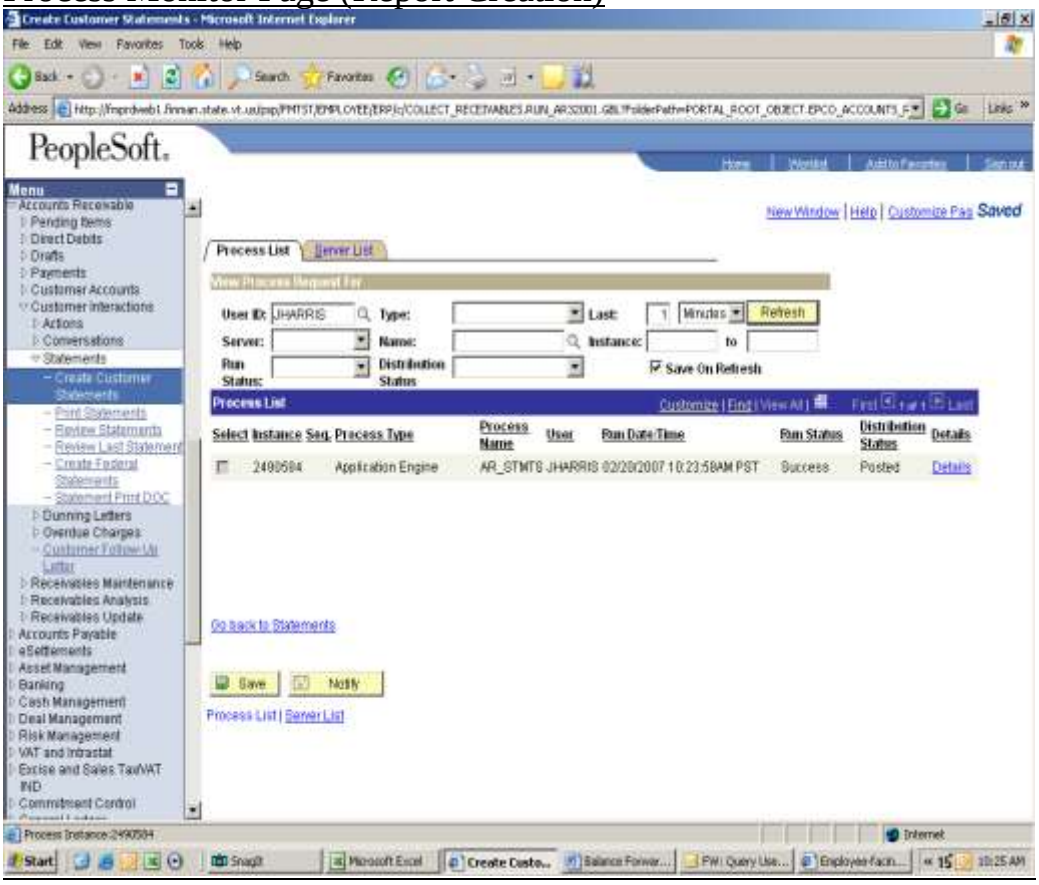
Report Request Parameters Page ReportCreation)



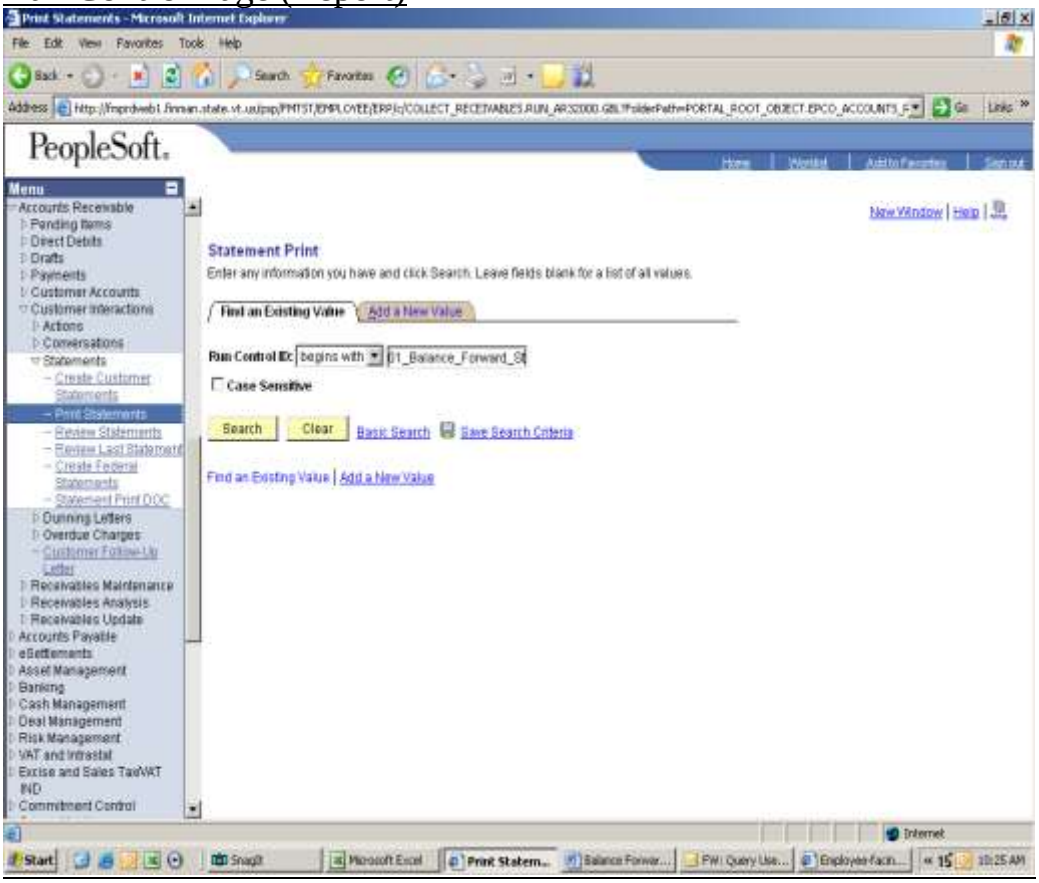
Process Scheduler Request Page (Report Creation)



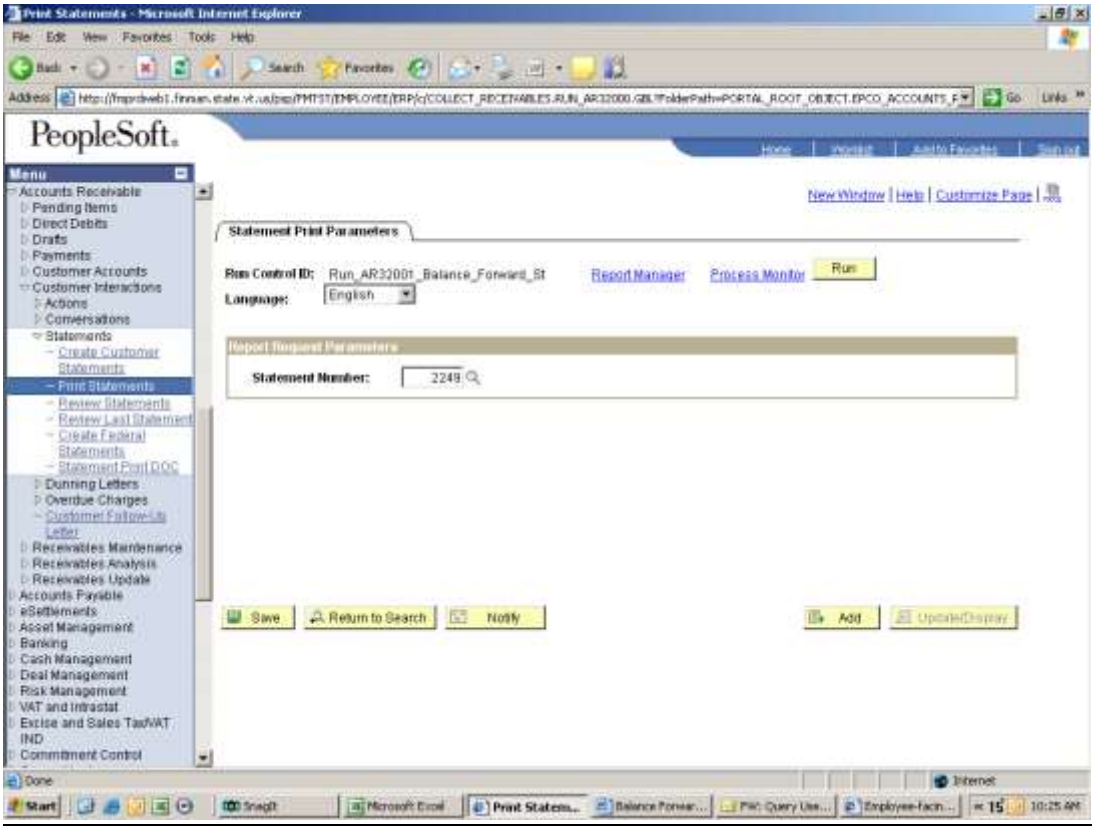
Process Monitor Page (Report Creation)



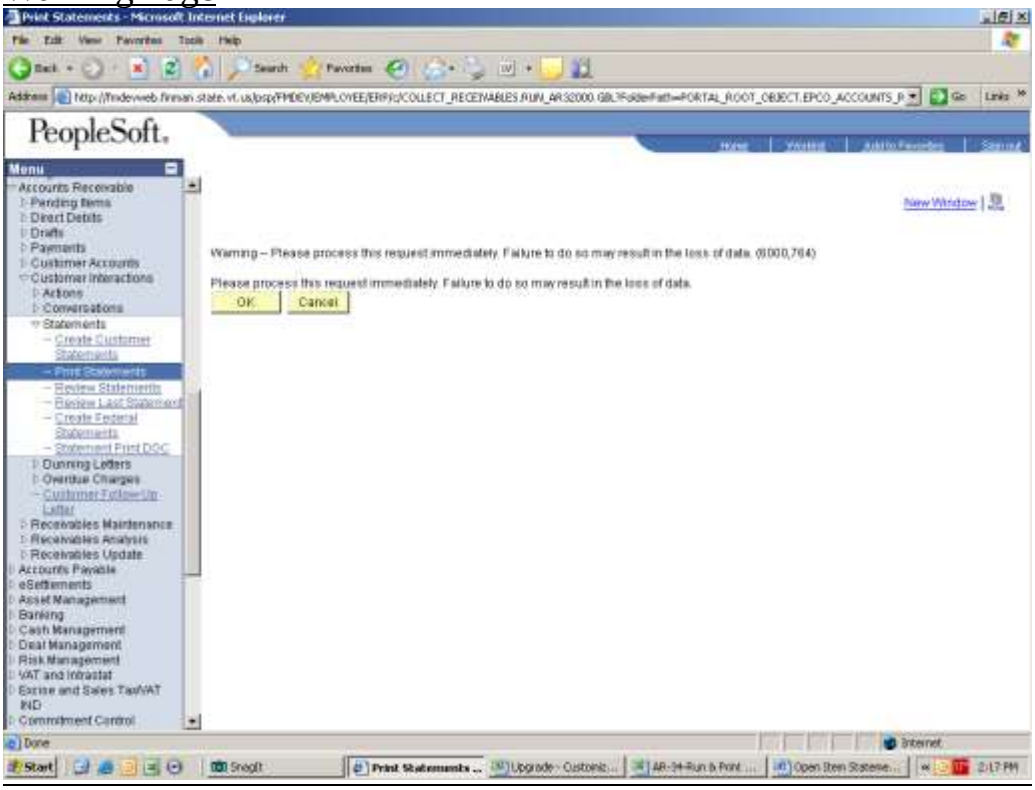
Run Control Page (Report)



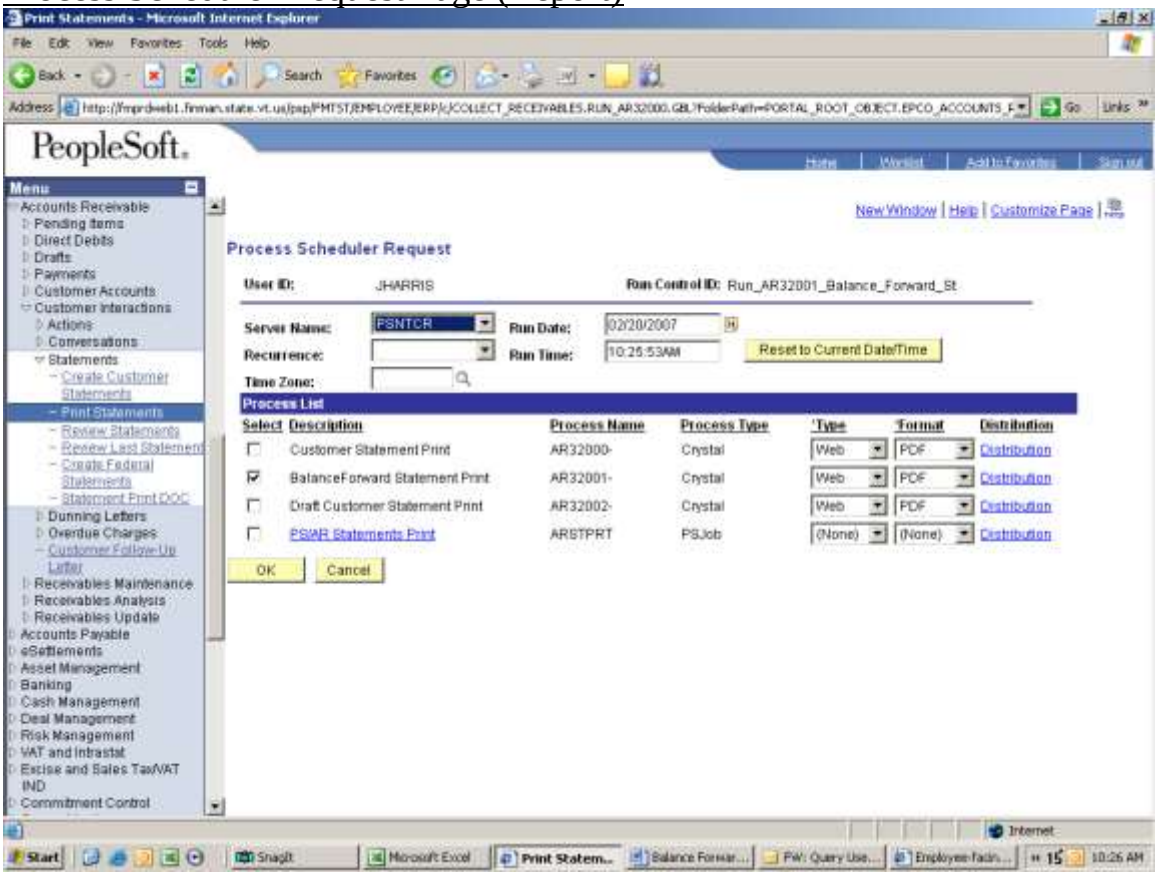
Report Request Parameters Page (Report)


Print Statements - Microsoft Internet Explorer
PeopleSoft
Menu
Accounts Receivable
Pending Items
Direct Debits
Drafts
Payments
Customer Accounts
Customer Interactions
Actions
Conversations
Statements
Create Customer Statements
Print Statements
Review Statements
Review Last Statement
Create Federal Statements
Statement Print DOC
Dunning Letters
Overdue Charges
Customer Follow-Up Letter
Receivables Maintenance
Receivables Analysis
Receivables Update
Accounts Payable
eSettlements
Asset Management
Banking
Cash Management
Deal Management
Risk Management
VAT and Intrastat
Excise and Sales Tax/VAT IND
Commitment Control
New Window | Help | Customize Page
Statement Print Parameters
Run Control ID: Run_AR32001_Balance_Forward_St
Report Manager
Process Monitor
Run
Language: English
Report Request Parameters
Statement Number: 2249
Save
Return to Search
Notify
Add
Update/Display
Done
Internet
Start

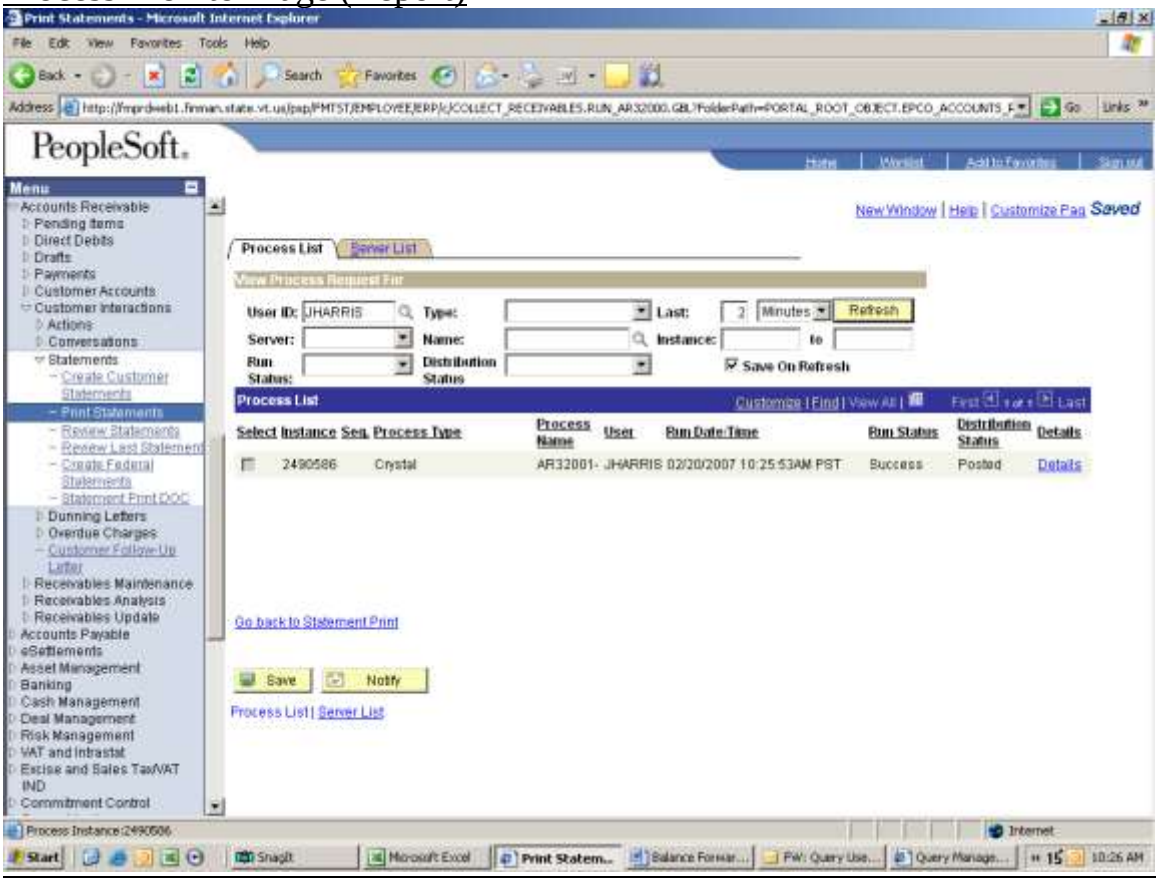
Warning Page



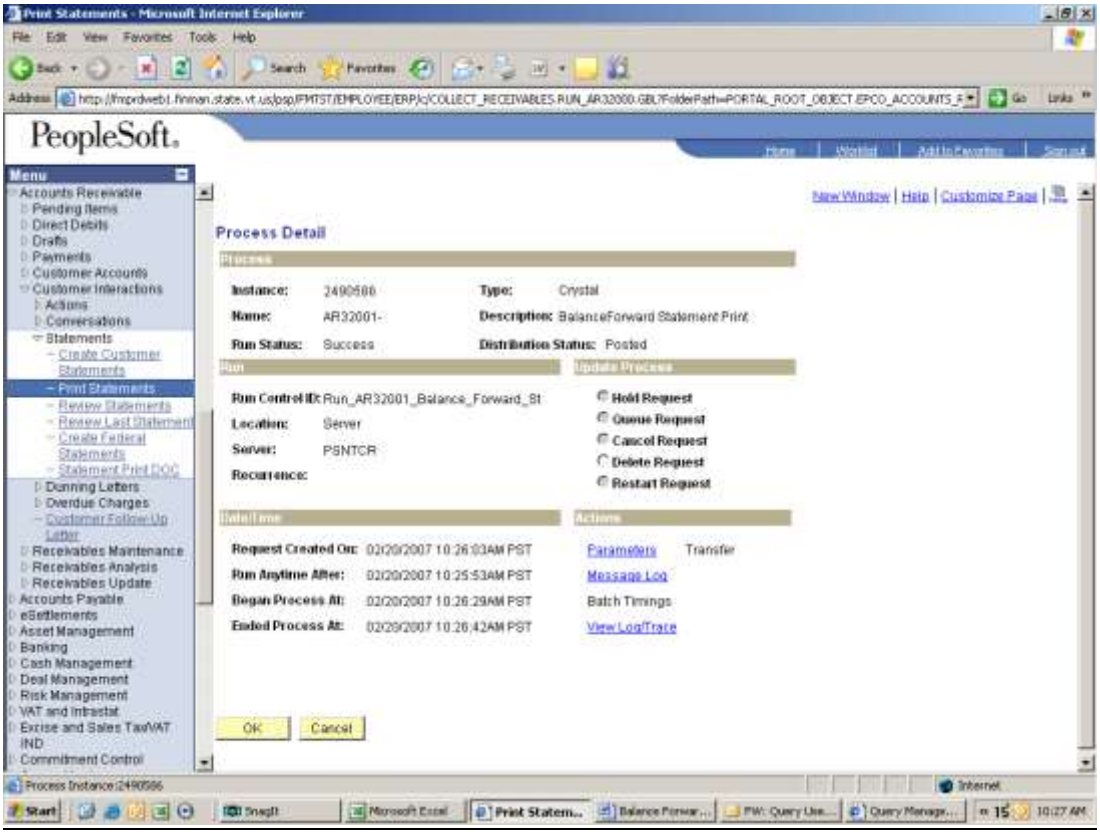
Process Scheduler Request Page (Report)



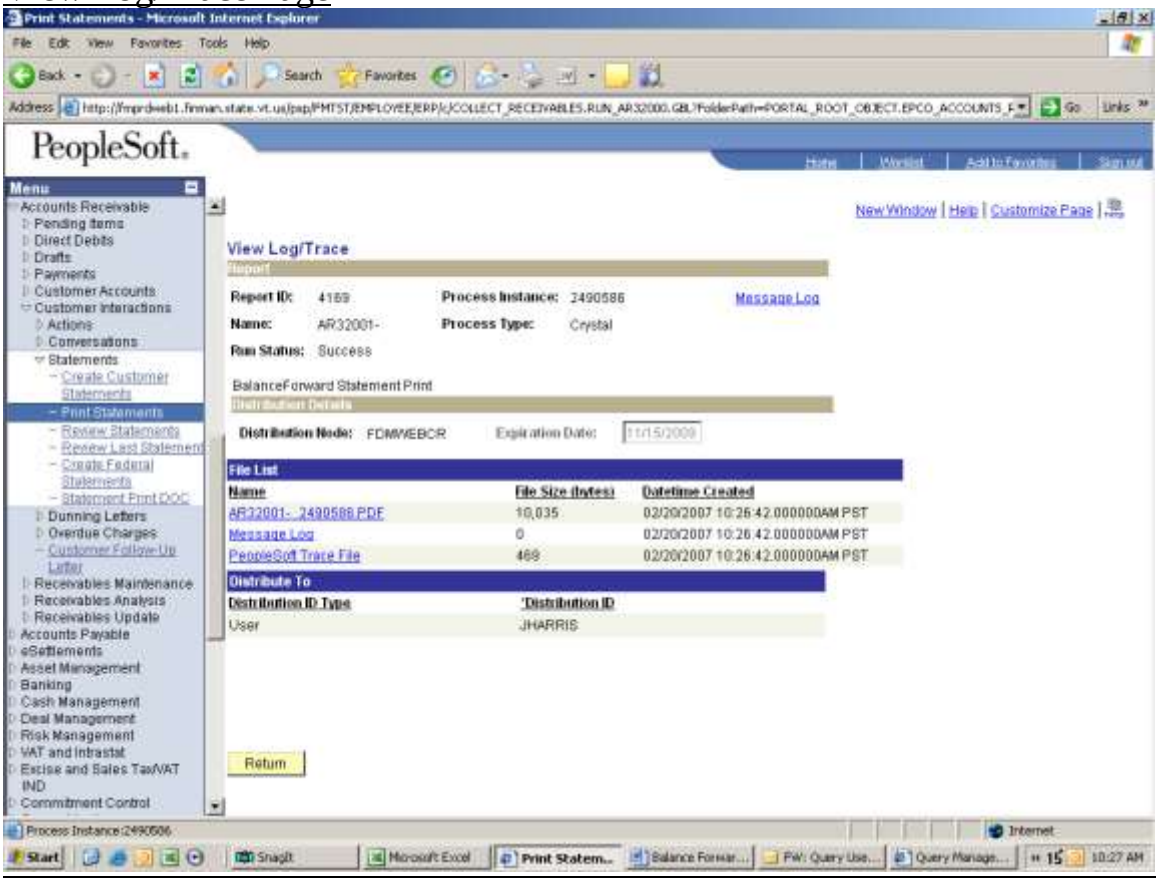
Process Monitor Page (Report)



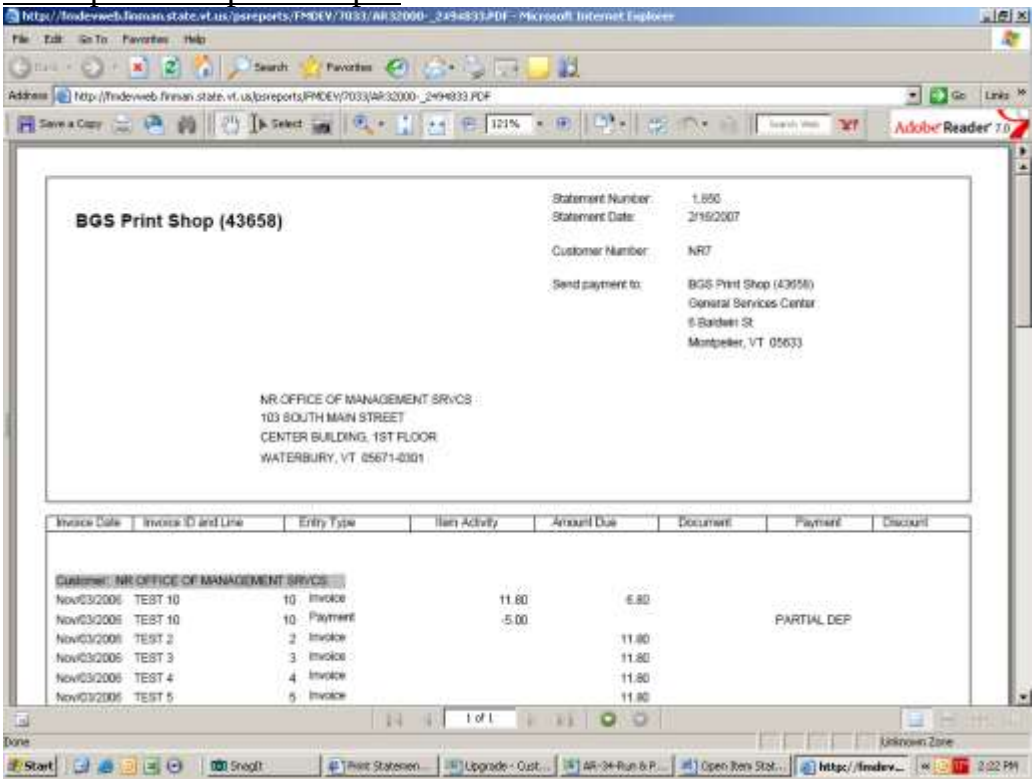
Process Detail Page


Print Statements - Microsoft Internet Explorer
PeopleSoft
Menu
Accounts Receivable
Pending Items
Direct Debits
Drafts
Payments
Customer Accounts
Customer Interactions
Actions
Conversations
Statements
Create Customer Statements
Print Statements
Review Statements
Review Last Statement
Create Federal Statements
Statement Print DOC
Dunning Letters
Overdue Charges
Customer Follow Up Letter
Receivables Maintenance
Receivables Analysis
Receivables Update
Accounts Payable
eSettlements
Asset Management
Banking
Cash Management
Deal Management
Risk Management
VAT and Intrastat
Excise and Sales Tax\VAT IND
Commitment Control
New Window | Help | Customize Page
Process Detail
Process
Instance: 2490586
Type: Crystal
Name: AR32001-
Description: BalanceForward Statement Print
Run Status: Success
Distribution Status: Posted
Run
Run Control ID: Run_AR32001_Balance_Forward_St
Location: Server
Server: PSNTCR
Recurrence:
Update Process
Hold Request
Queue Request
Cancel Request
Delete Request
Restart Request
Date/Time
Request Created On: 02/20/2007 10:26:03AM PST
Run Anytime After: 02/20/2007 10:25:53AM PST
Began Process At: 02/20/2007 10:26:29AM PST
Ended Process At: 02/20/2007 10:26:42AM PST
Actions
Parameters
Transfer
Message Log
Batch Timings
View Log/Trace
OK
Cancel
Process Instance:2490586
Internet
Start
Print Statem...
Balance Forwar...
Query Manage...
10:27 AM

View Log/Trace Page



Example of Report Output



VISION FINANCIALS

Business Unit Contacts (AR31004)

Report Information

Purpose of the Report

This report lists all customers and customer contacts within a business unit.

Type of Report

SQR

Navigation (Path) to the Report

Accounts Receivable > Customer Accounts > Customer Reports > Customers by Unit

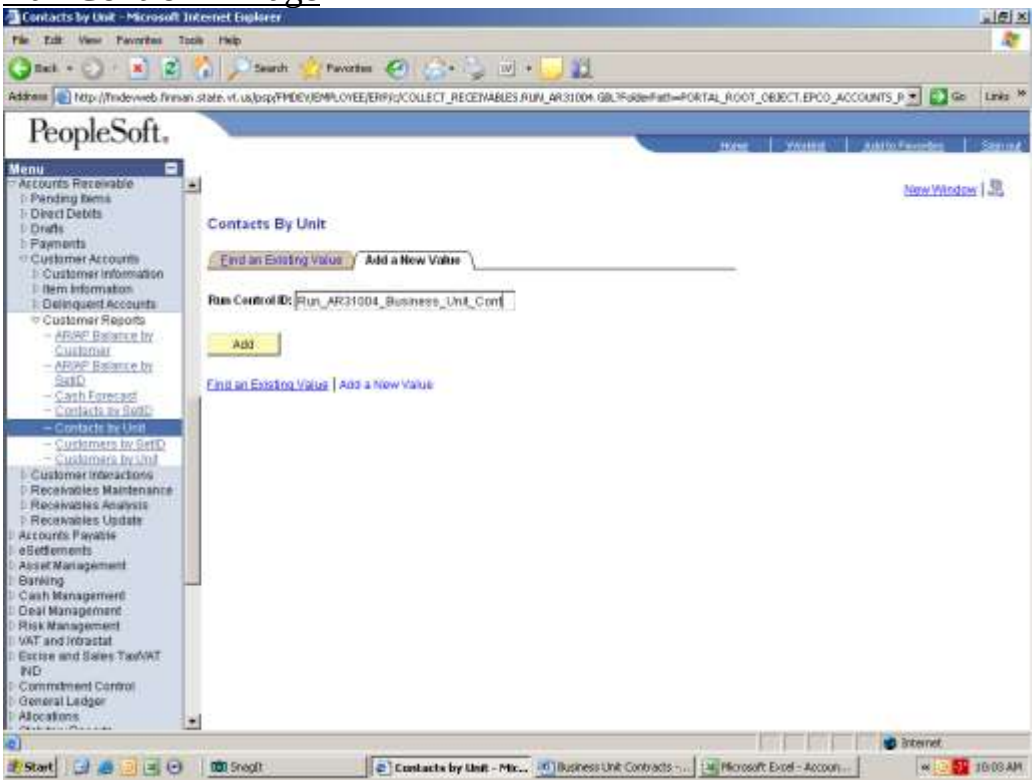
Report Execution Procedure

Run Control Notes:

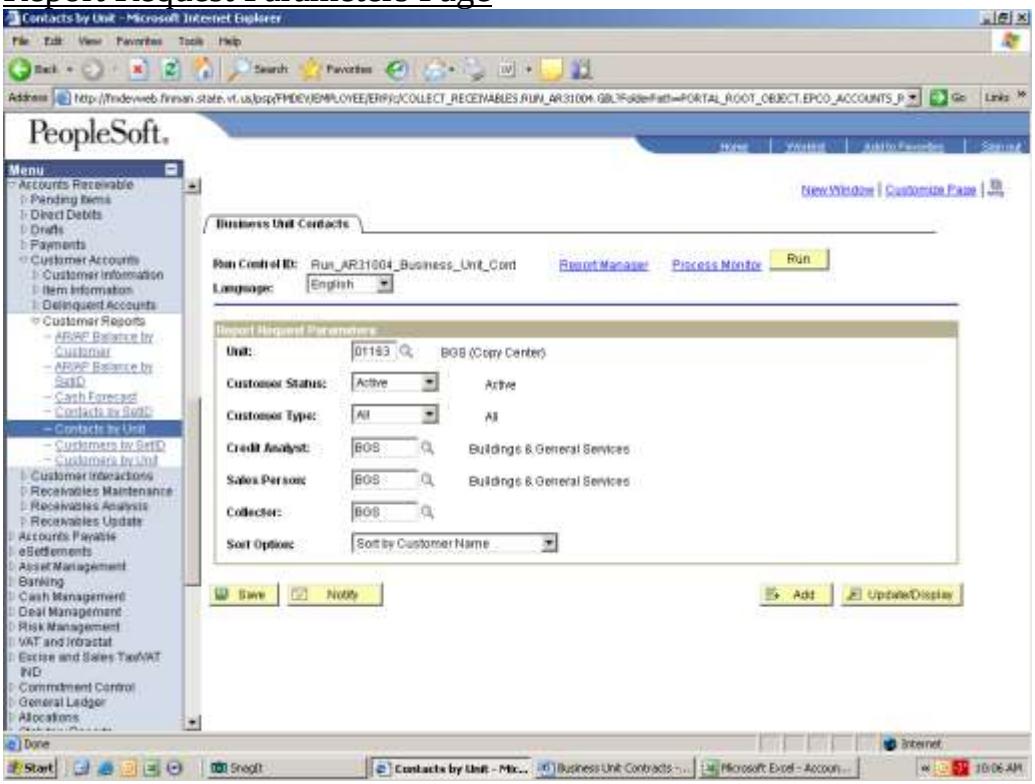
- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR31004_Business_Unit_Cont)

Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Customer Status	Select desired Customer Status	Use drop down list to select
Customer Type	Select desired Customer Type	Use drop down list to select
Credit Analyst	Enter desired Credit Analyst	Click on magnifying glass to lookup Credit Analyst
Sales Person	Enter desired Sales Person	Click on magnifying glass to lookup Sales Person
Collector	Enter desired Collector	Click on magnifying glass to lookup Collector
Sort Option	Select desired Sort Option	Use drop down list to select
Run	Click the "Run" button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select "PSUNX"	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar31001 #######.PDF	Click this link for the PDF file	This opens the report.

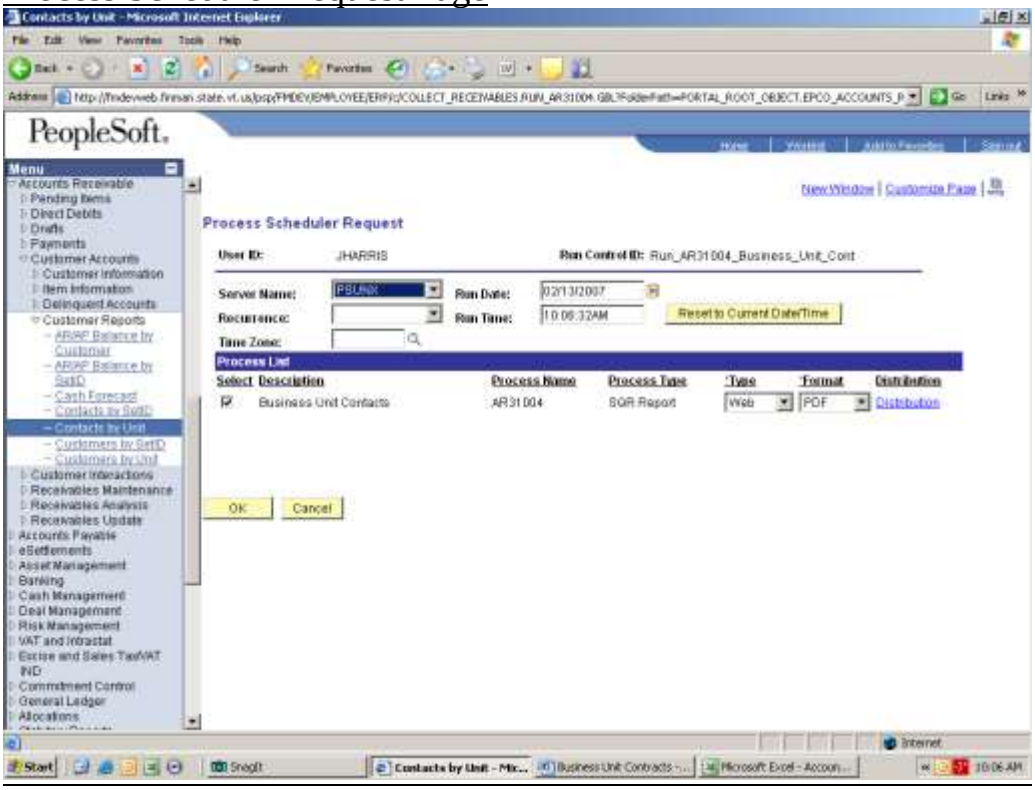
Run Control ID Page



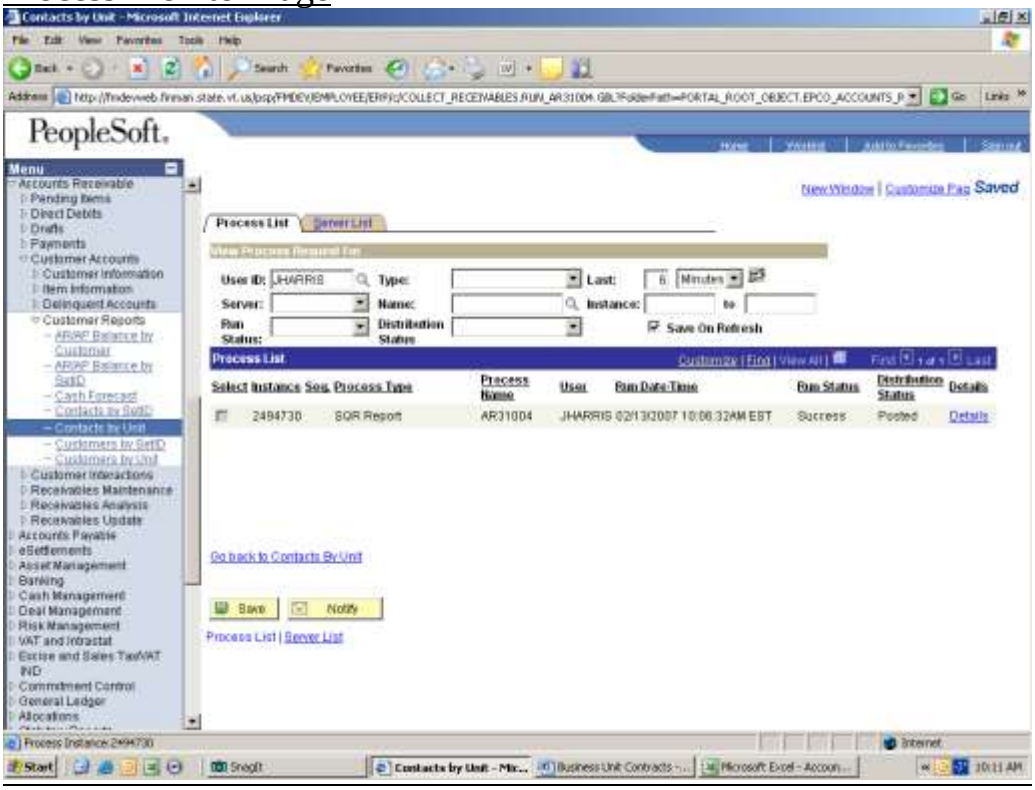
Report Request Parameters Page



Process Scheduler Request Page

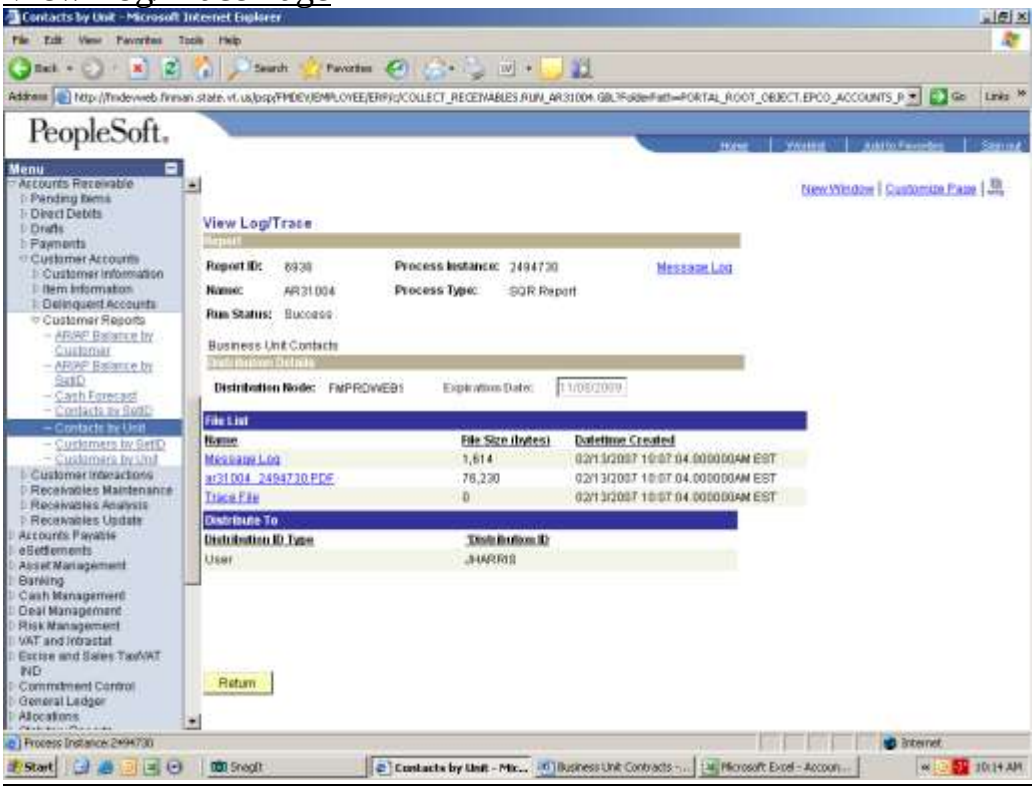


Process Monitor Page

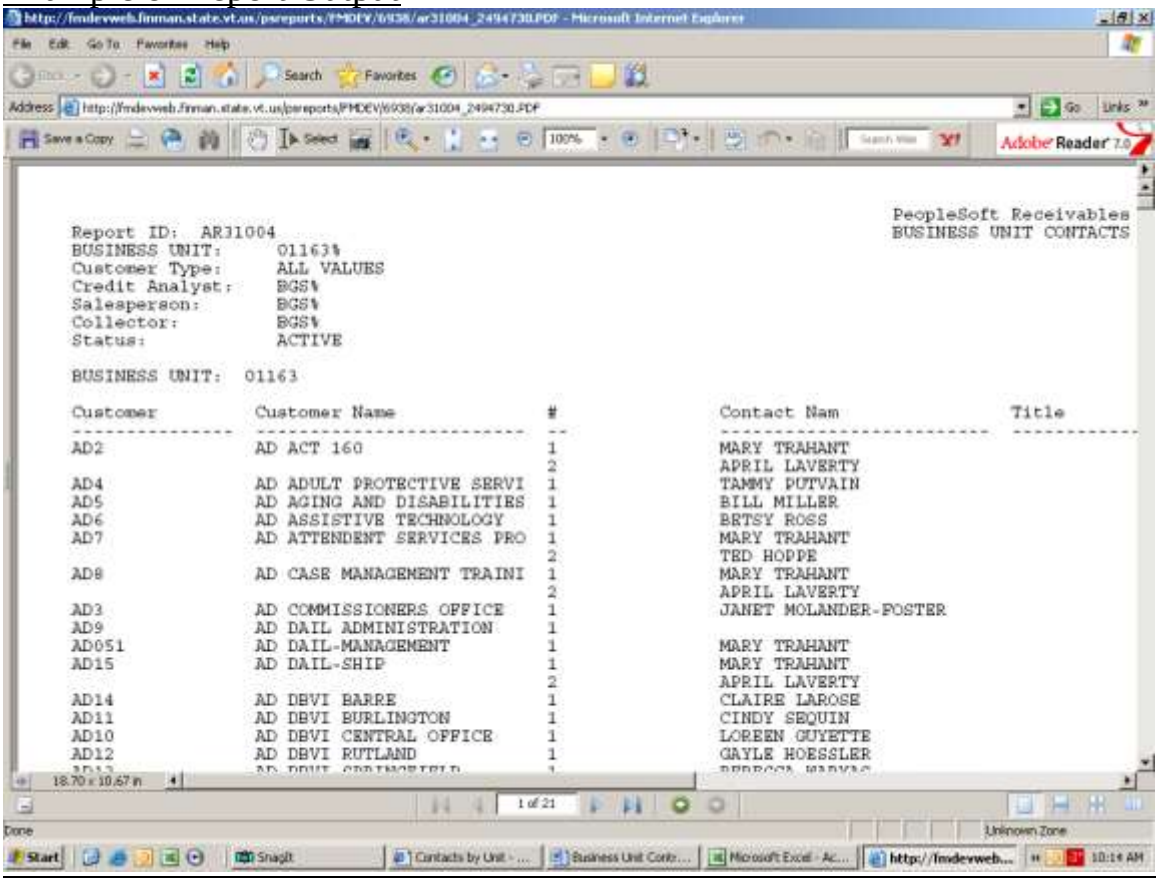


Process Detail Page

View Log/Trace Page



Example of Report Output



PeopleSoft Receivables
BUSINESS UNIT CONTACTS

Report ID: AR31004
BUSINESS UNIT: 01163%
Customer Type: ALL VALUES
Credit Analyst: BGS%
Salesperson: BGS%
Collector: BGS%
Status: ACTIVE

BUSINESS UNIT: 01163

Customer	Customer Name	#	Contact Nam	Title
AD2	AD ACT 160	1	MARY TRAHANT	
		2	APRIL LAVERTY	
AD4	AD ADULT PROTECTIVE SERVI	1	TAMMY PUTVAIN	
AD5	AD AGING AND DISABILITIES	1	BILL MILLER	
AD6	AD ASSISTIVE TECHNOLOGY	1	BETSY ROSS	
AD7	AD ATTENDENT SERVICES PRO	1	MARY TRAHANT	
		2	TED HOPPE	
AD8	AD CASE MANAGEMENT TRAINI	1	MARY TRAHANT	
		2	APRIL LAVERTY	
AD3	AD COMMISSIONERS OFFICE	1	JANET MOLANDER-POSTER	
AD9	AD DAIL ADMINISTRATION	1		
AD051	AD DAIL-MANAGEMENT	1	MARY TRAHANT	
AD15	AD DAIL-SHIP	1	MARY TRAHANT	
		2	APRIL LAVERTY	
AD14	AD DBVI BARRE	1	CLAIRE LAROSE	
AD11	AD DBVI BURLINGTON	1	CINDY SEQUIN	
AD10	AD DBVI CENTRAL OFFICE	1	LOREEN GUYETTE	
AD12	AD DBVI RUTLAND	1	GAYLE HOESSLER	

VISION FINANCIALS

Deposit Control (AR20001P)

Report Information

Purpose of the Report

This report lists detailed information for deposits.

Type of Report

Crystal

Navigation (Path) to the Report

Accounts Receivable > Payments > Reports > Deposit Control – Point in Time

Report Execution Procedure

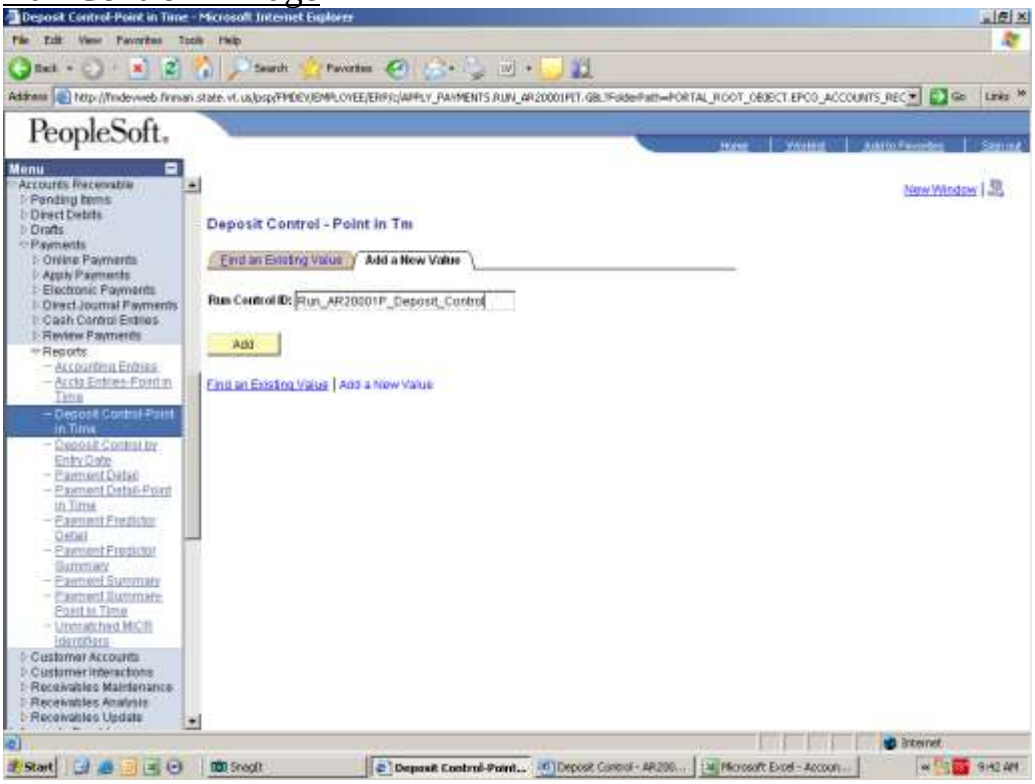
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR20001_Deposit_Control)

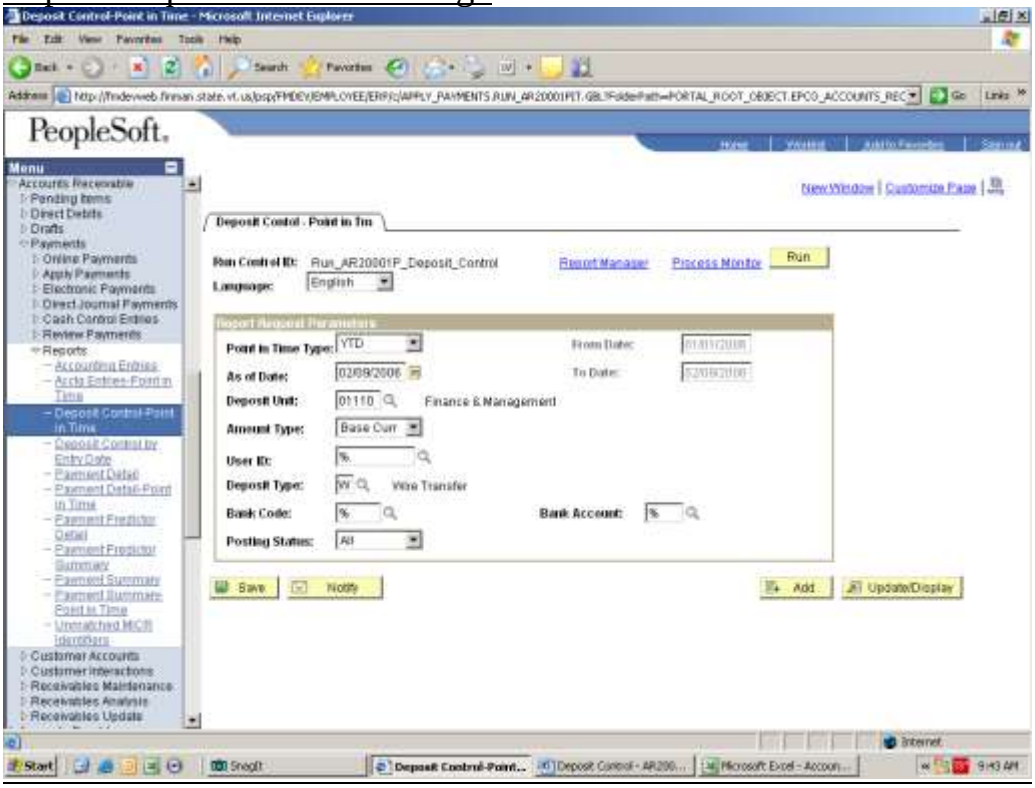
Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
Point In Time Type	Select method of time to report on	From Date, To Date and As of Date boxes open, disappear or grey out according to selection
From Date	Enter desired date	This box is available if Range PIT Type is selected; click calendar to select date
To Date	Enter desired date	This box is available if Range PIT Type is selected; Click calendar to select date
As of Date	Enter desired date	This box disappears if Range PIT Type is selected; click calendar to select date
Deposit Unit	Enter desired Deposit Unit	Click on magnifying glass to lookup Deposit Unit
Amount Type	Choose desired currency	Choose Base or Entry Currency from drop down list
User ID	Enter User ID to report in	Click on magnifying glass to lookup User ID; leave blank to select all
Deposit Type	Enter desired Deposit Type	Click on magnifying glass to lookup Deposit Type; leave blank to select all
Bank Code	Enter desired Bank Code	Click on magnifying glass to lookup Bank Code; leave blank to select all
Bank Account	Enter desired Bank Account	Click on magnifying glass to lookup Bank Account; leave blank to select all
Posting Status	Select status of Deposits to report on	Choose All to report on all deposits
Run	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTCR”	This is the server for Crystal Reports

Report Steps		see screenshot below
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar20001P #######.PDF	Click this link for the PDF file	This opens the report.

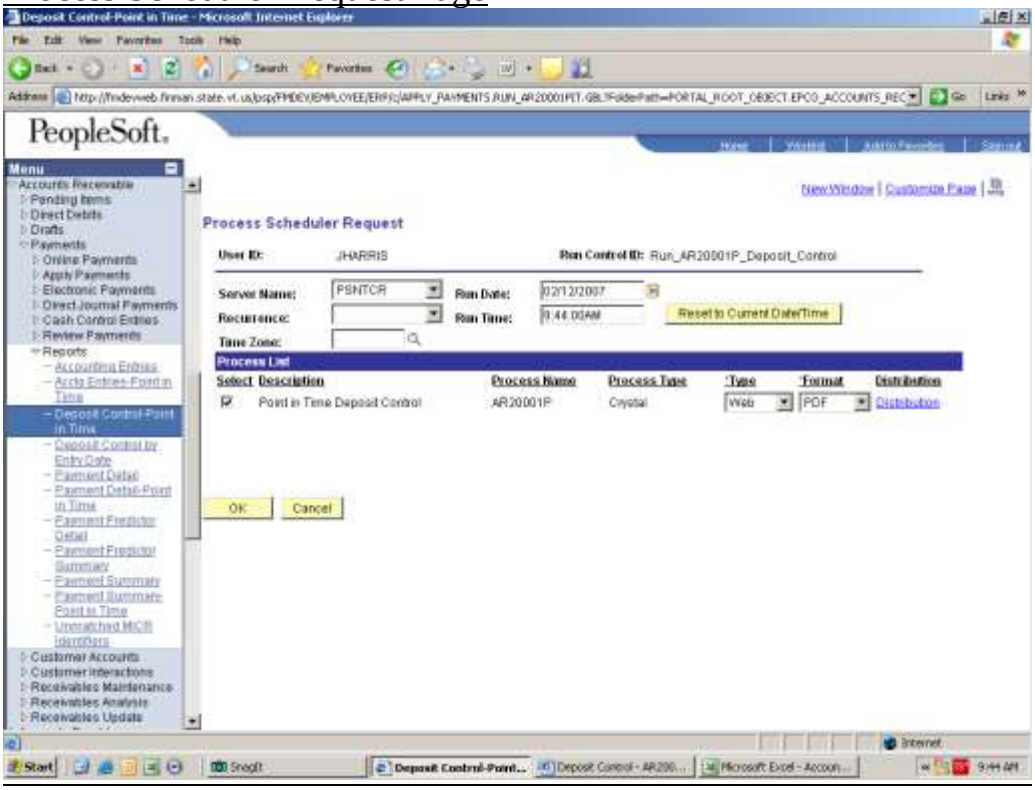
Run Control ID Page



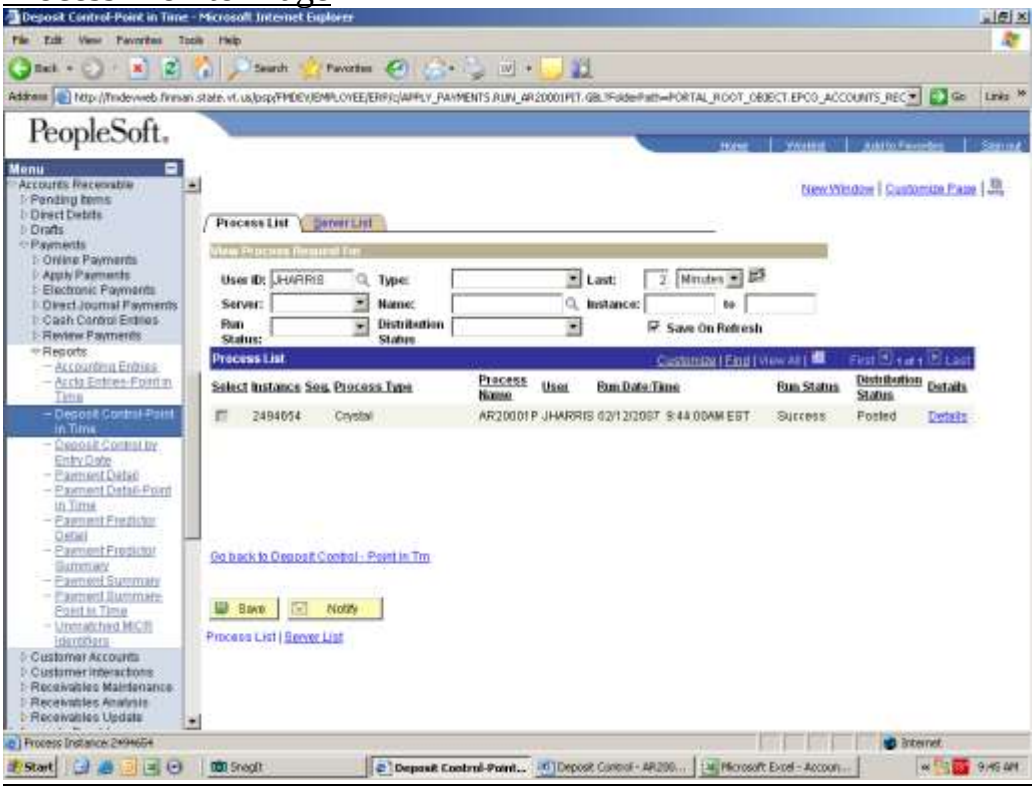
Report Request Parameters Page



Process Scheduler Request Page

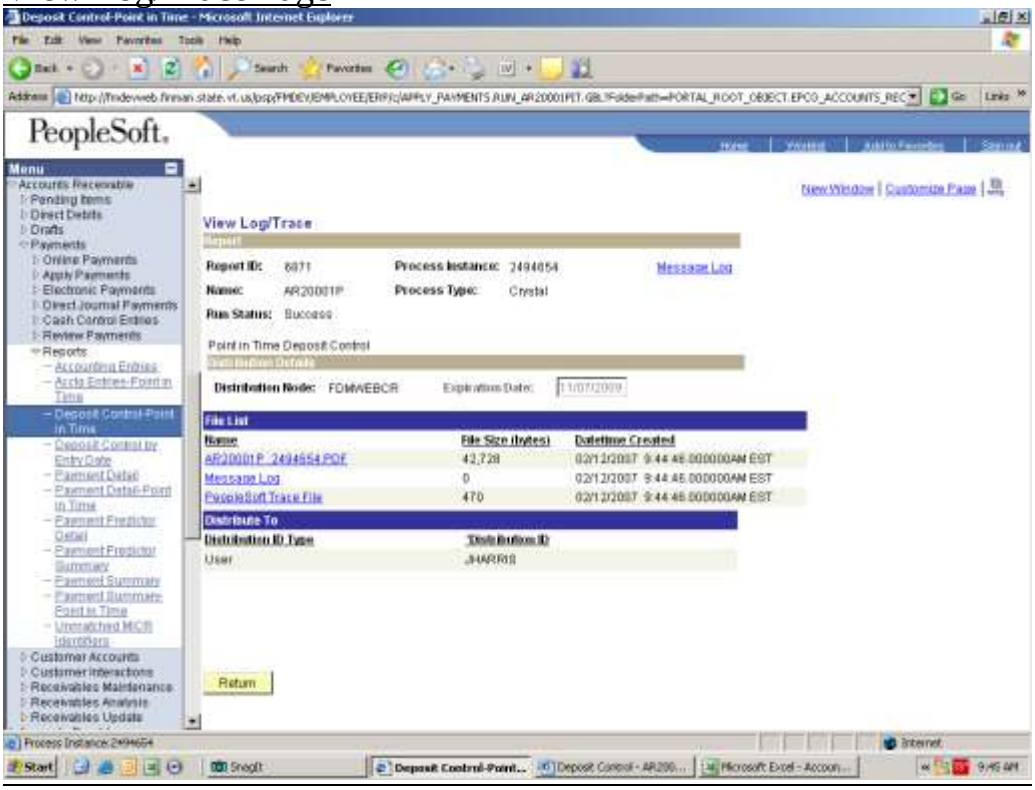


Process Monitor Page

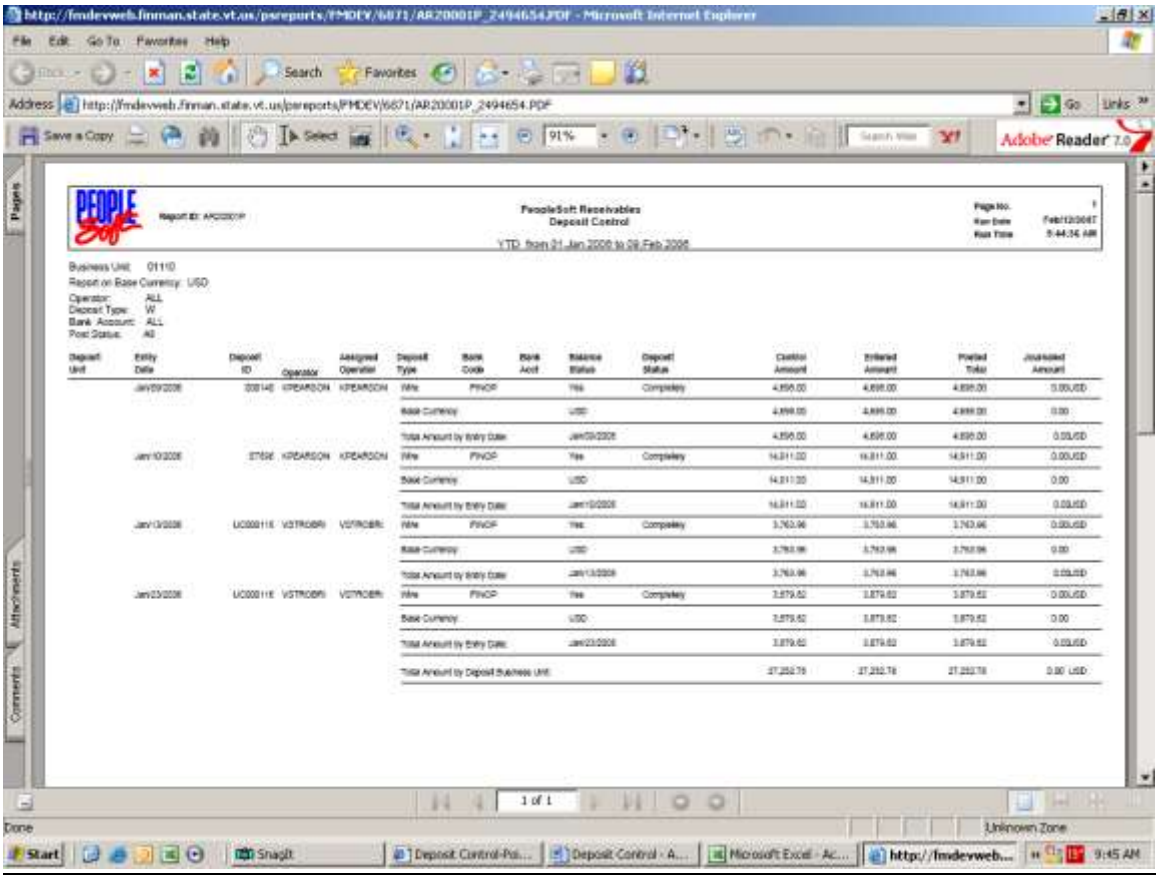


Process Detail Page

View Log/Trace Page



Example of Report Output



VISION FINANCIALS

Deposit Summary (AR20001)

Report Information

Purpose of the Report

This report lists detailed information for deposits.

Type of Report

SQR

Navigation (Path) to the Report

Accounts Receivable > Payments > Reports > Deposit Control by Entry Date

Report Execution Procedure

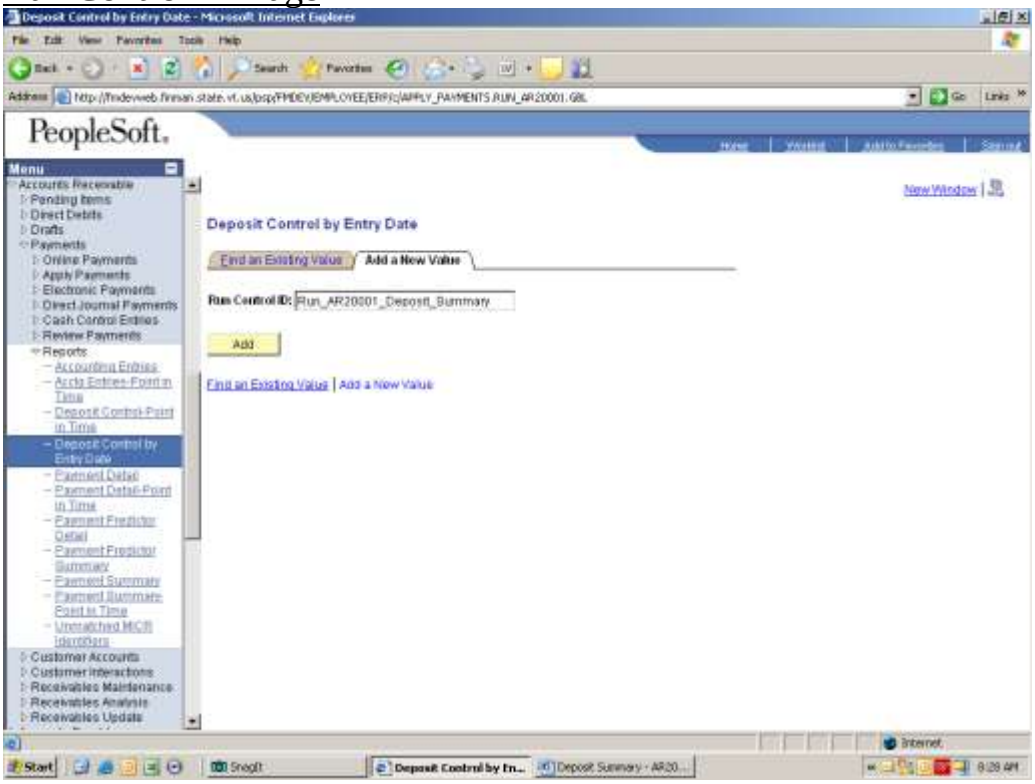
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR20001_Deposit_Summary)

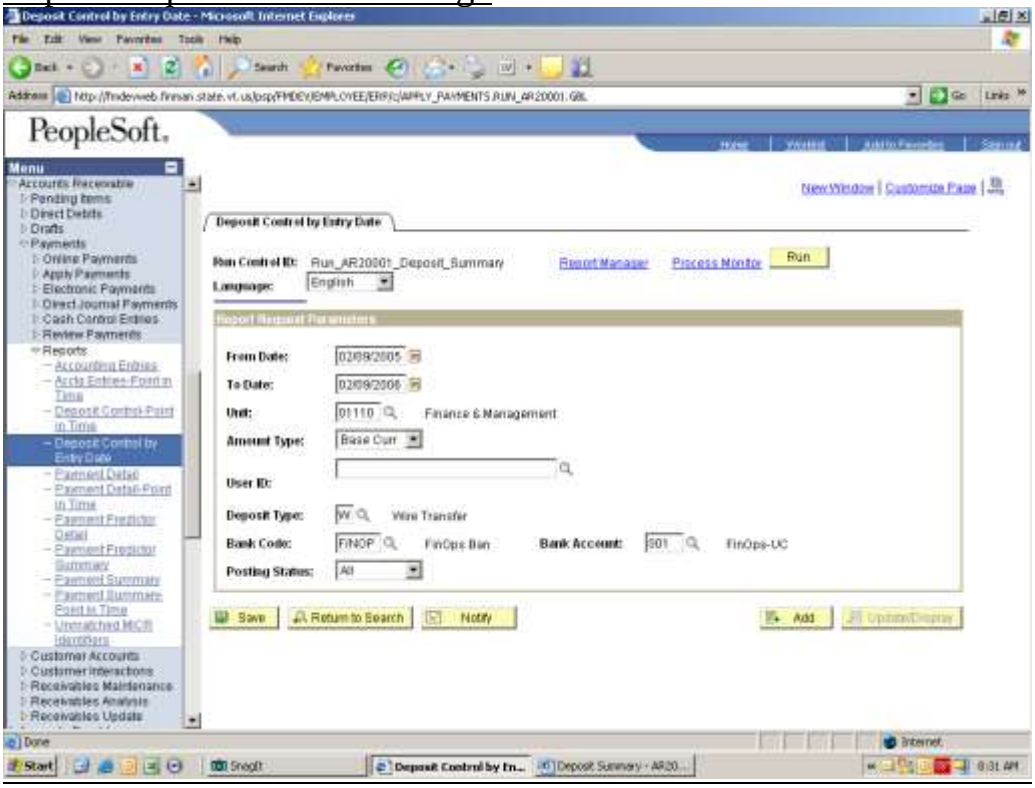
Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
From Date	Enter desired date	Click calendar to select date
To Date	Enter desired date	Click calendar to select date
Unit	Enter desired Unit	Click on magnifying glass to lookup unit
Amount Type	Choose desired currency	Choose Base or Entry Currency from drop down list
User ID	Enter User ID to report in	Click on magnifying glass to lookup User ID
Deposit Type	Enter desired Deposit Type	Click on magnifying glass to lookup Deposit Type
Bank Code	Enter desired Bank Code	Click on magnifying glass to lookup Bank Code
Bank Account	Enter desired Bank Account	Click on magnifying glass to lookup Bank Account
Posting Status	Select status of Deposits to report on	Choose All to report on all deposits
Run	Click the "Run" button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select "PSUNX"	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.

Report Steps		see screenshot below
Ar20001 #######.PDF	Click this link for the PDF file	This opens the report.

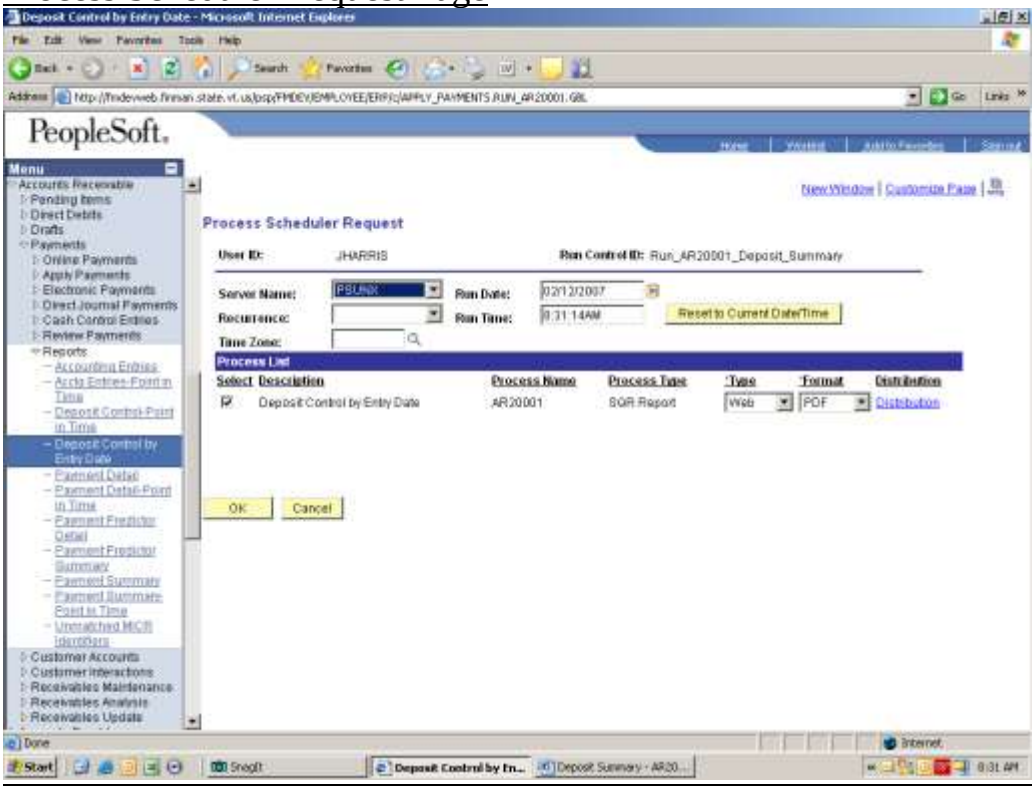
Run Control ID Page



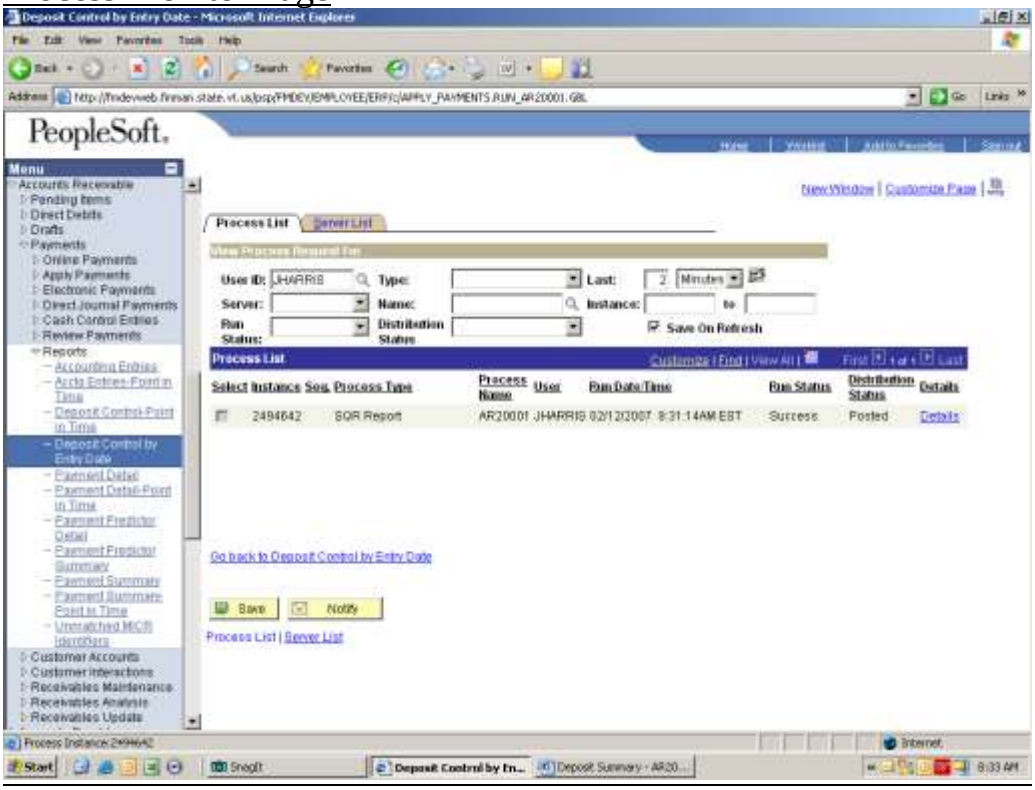
Report Request Parameters Page



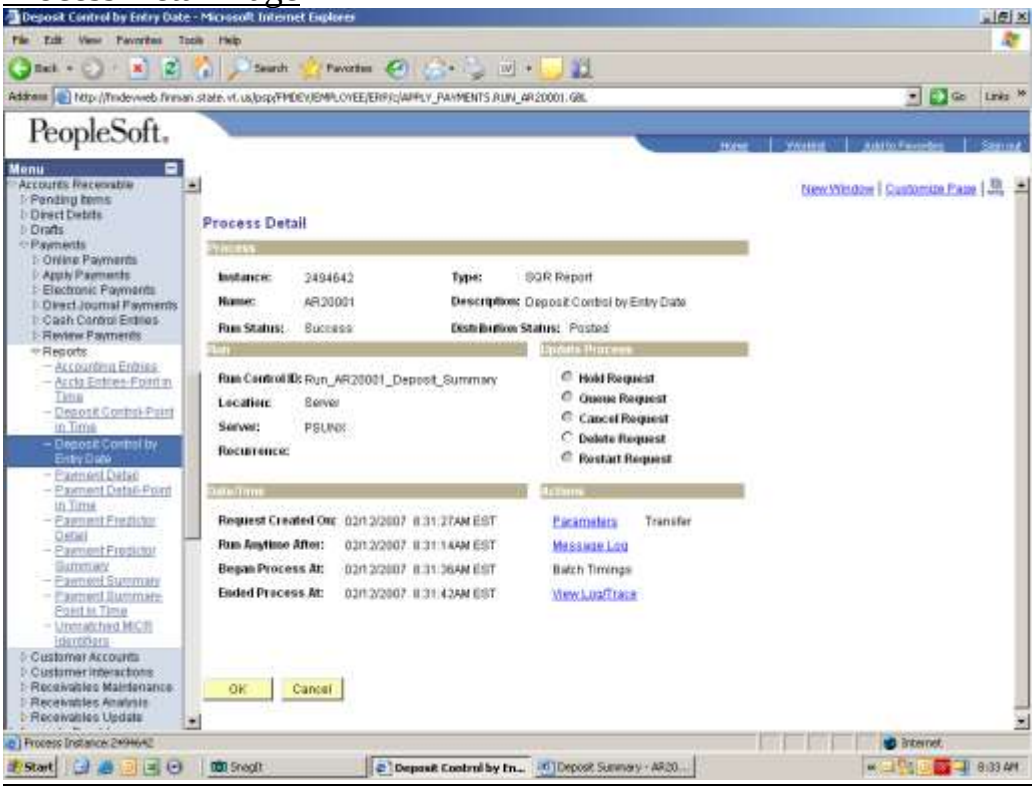
Process Scheduler Request Page



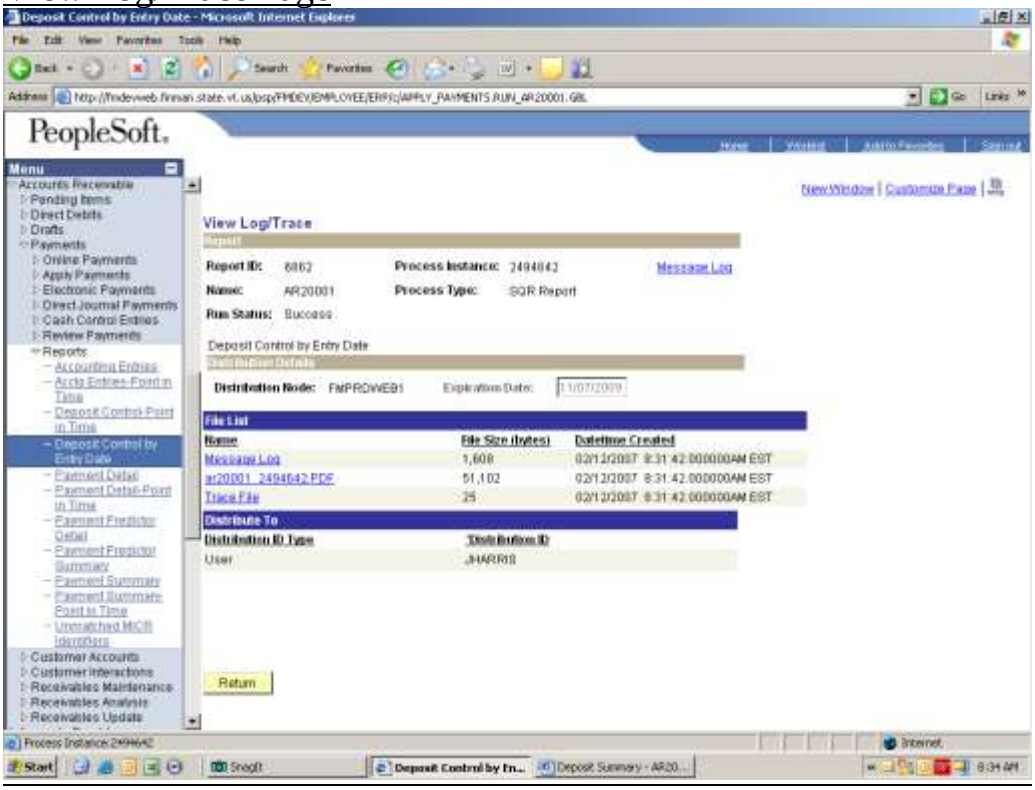
Process Monitor Page



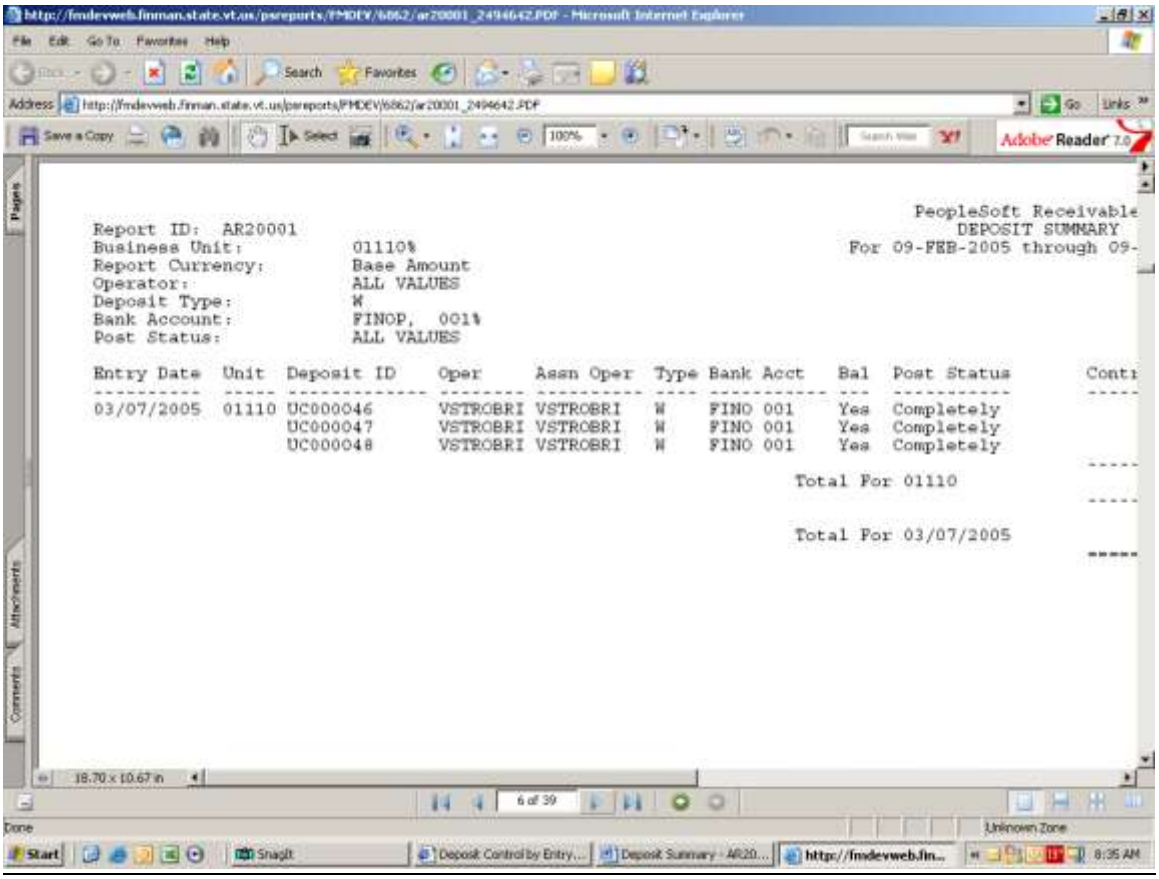
Process Detail Page



View Log/Trace Page



Example of Report Output



PeopleSoft Receivable
DEPOSIT SUMMARY

Report ID: AR20001
Business Unit: 01110%
Report Currency: Base Amount
Operator: ALL VALUES
Deposit Type: W
Bank Account: FINOP, 001%
Post Status: ALL VALUES
For 09-FEB-2005 through 09-

Entry Date	Unit	Deposit ID	Oper	Assn Oper	Type	Bank Acct	Bal	Post Status	Contr
03/07/2005	01110	UC000046	VSTROBRI	VSTROBRI	W	FINO 001	Yes	Completely	
		UC000047	VSTROBRI	VSTROBRI	W	FINO 001	Yes	Completely	
		UC000048	VSTROBRI	VSTROBRI	W	FINO 001	Yes	Completely	
						Total For 01110			
						Total For 03/07/2005			

VISION FINANCIALS

Entry Type/Entry Reason (AR01002)

Report Information

Purpose of the Report

This report lists valid automatic entry information as of a specified effective date.

Type of Report

SQR

Navigation (Path) to the Report

Set Up Financials/Supply Chain > Product Related > Receivables > Reports > Entry Type Entry Reason

Report Execution Procedure

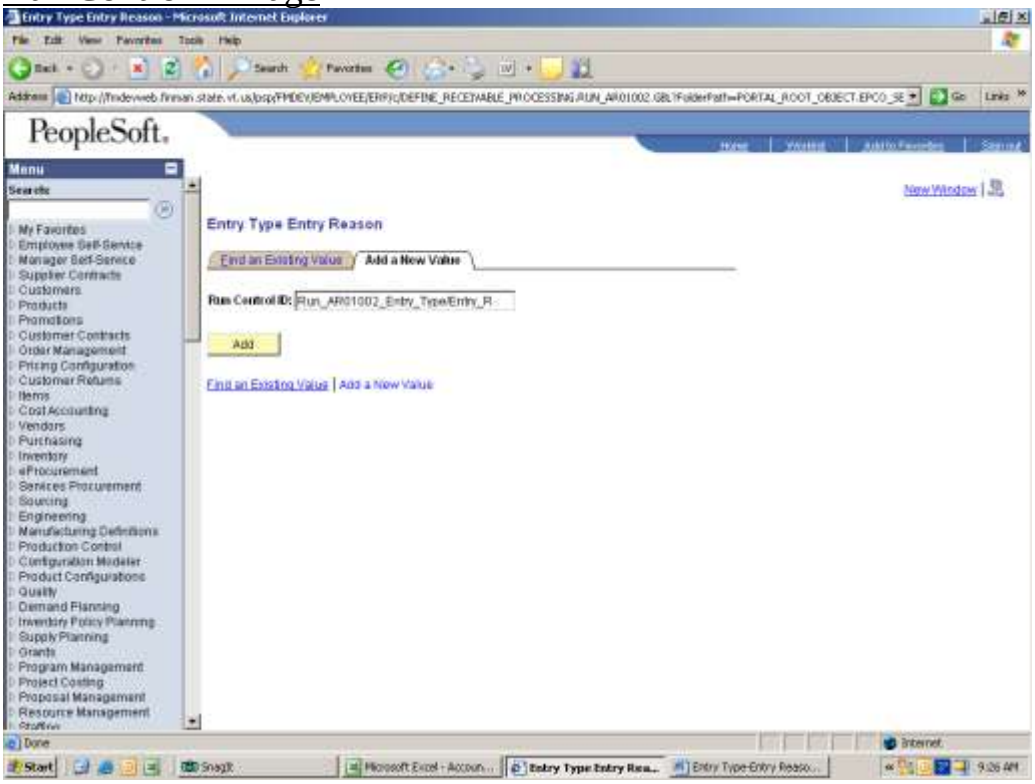
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR01002_Entry_Type/Entry_R)

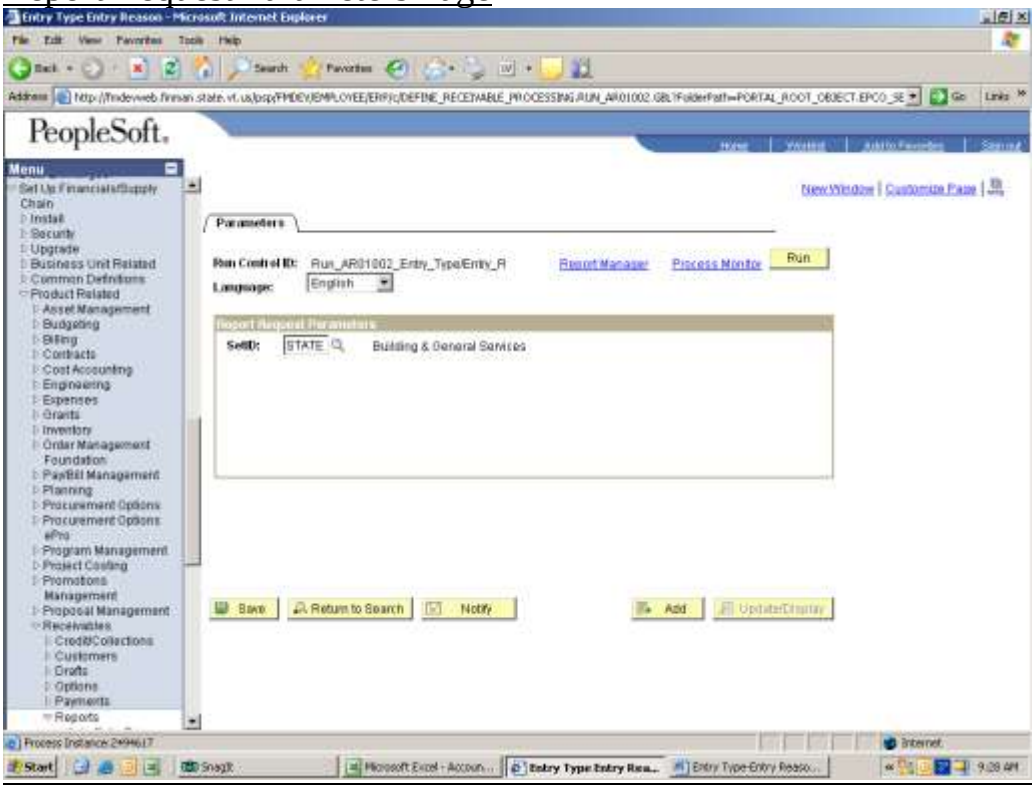
Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
SetID	Enter desired SetID	Click on magnifying glass to lookup value
Run	Click the "Run" button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select "PSUNX"	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report.

Report Steps		see screenshot below
		• Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar01002 #######.PDF	Click this link for the PDF file	This opens the report.

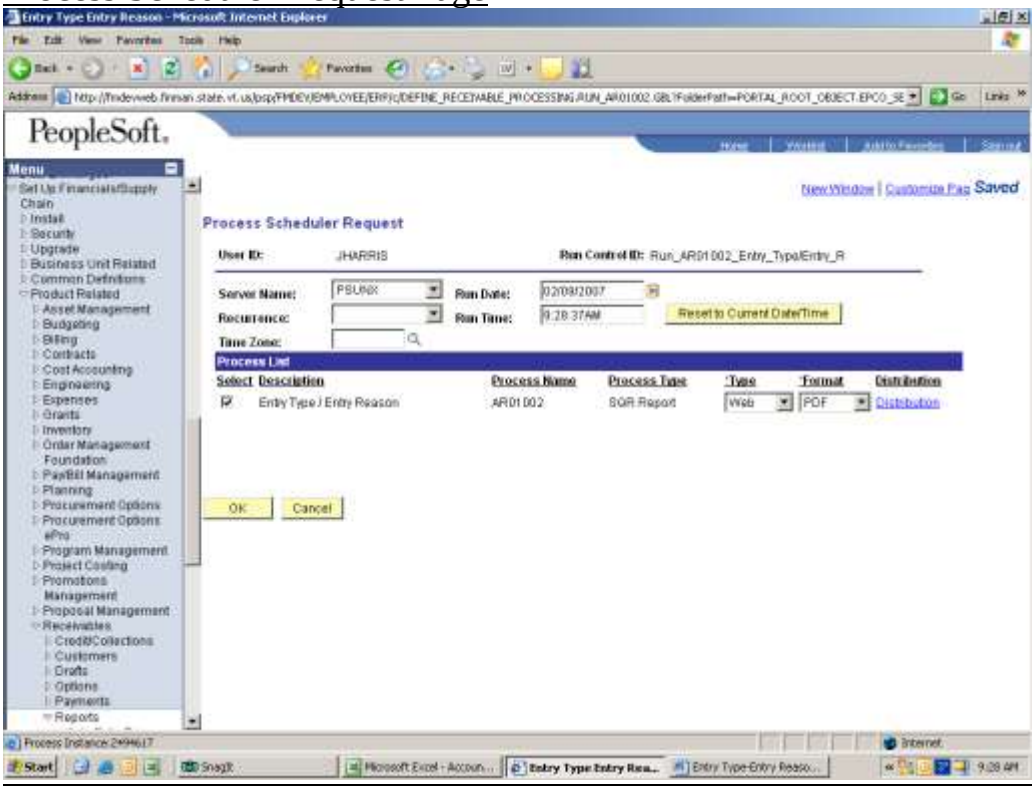
Run Control ID Page



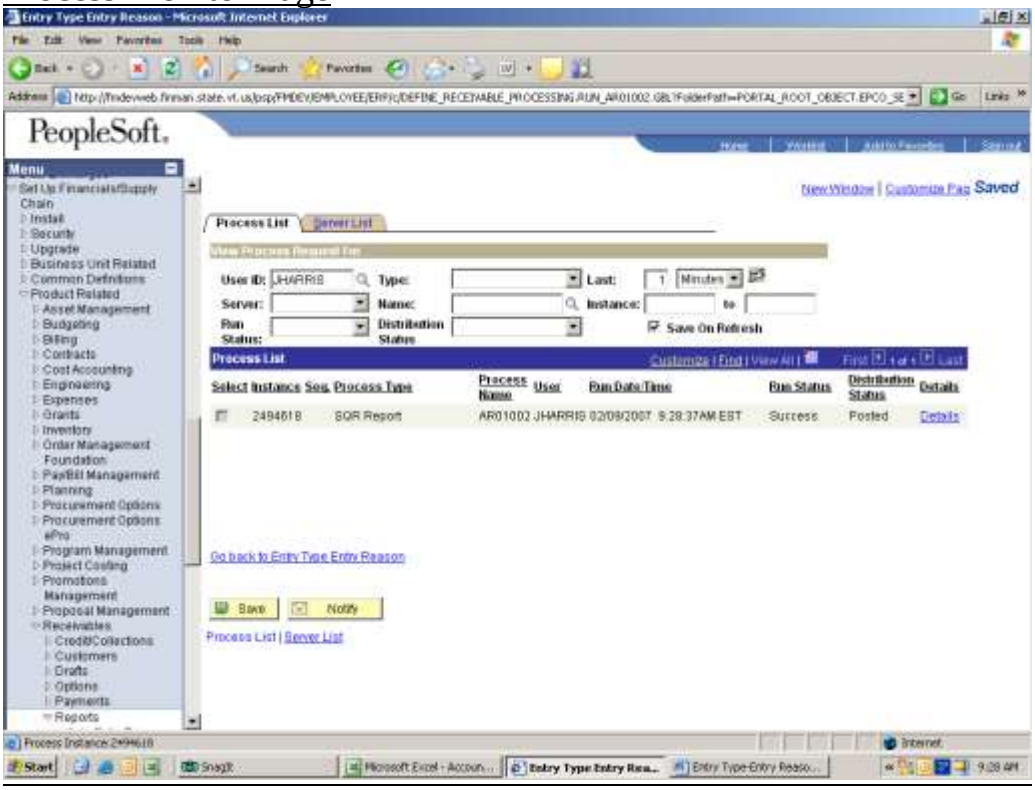
Report Request Parameters Page



Process Scheduler Request Page

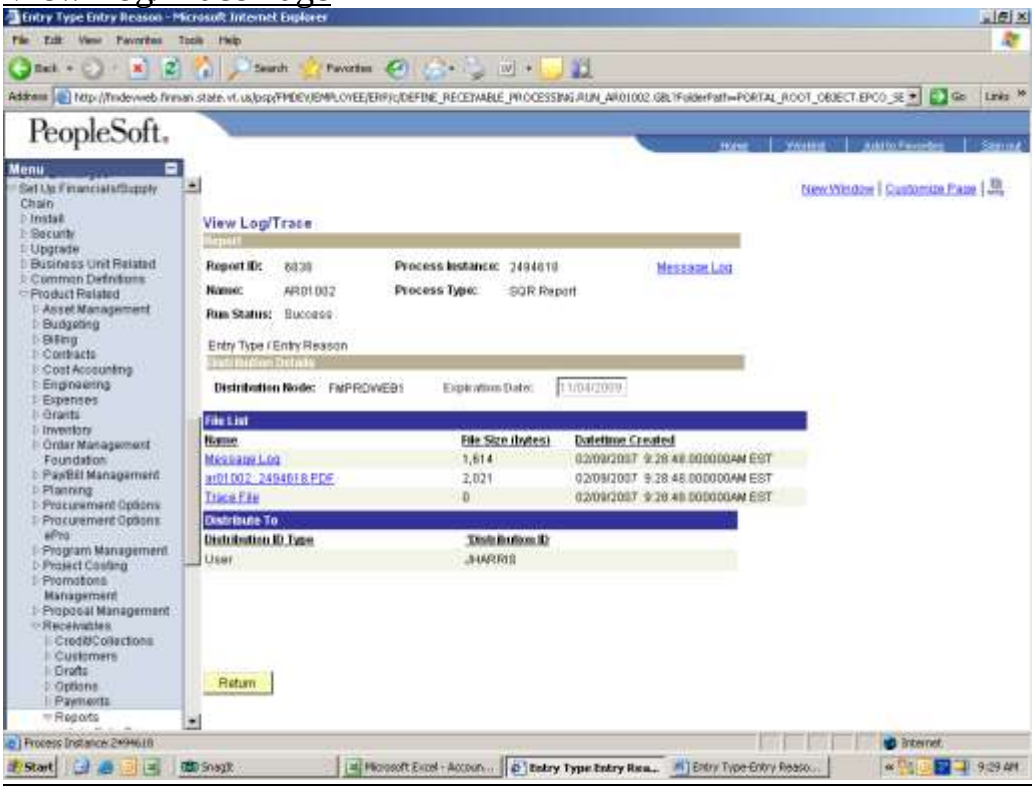


Process Monitor Page

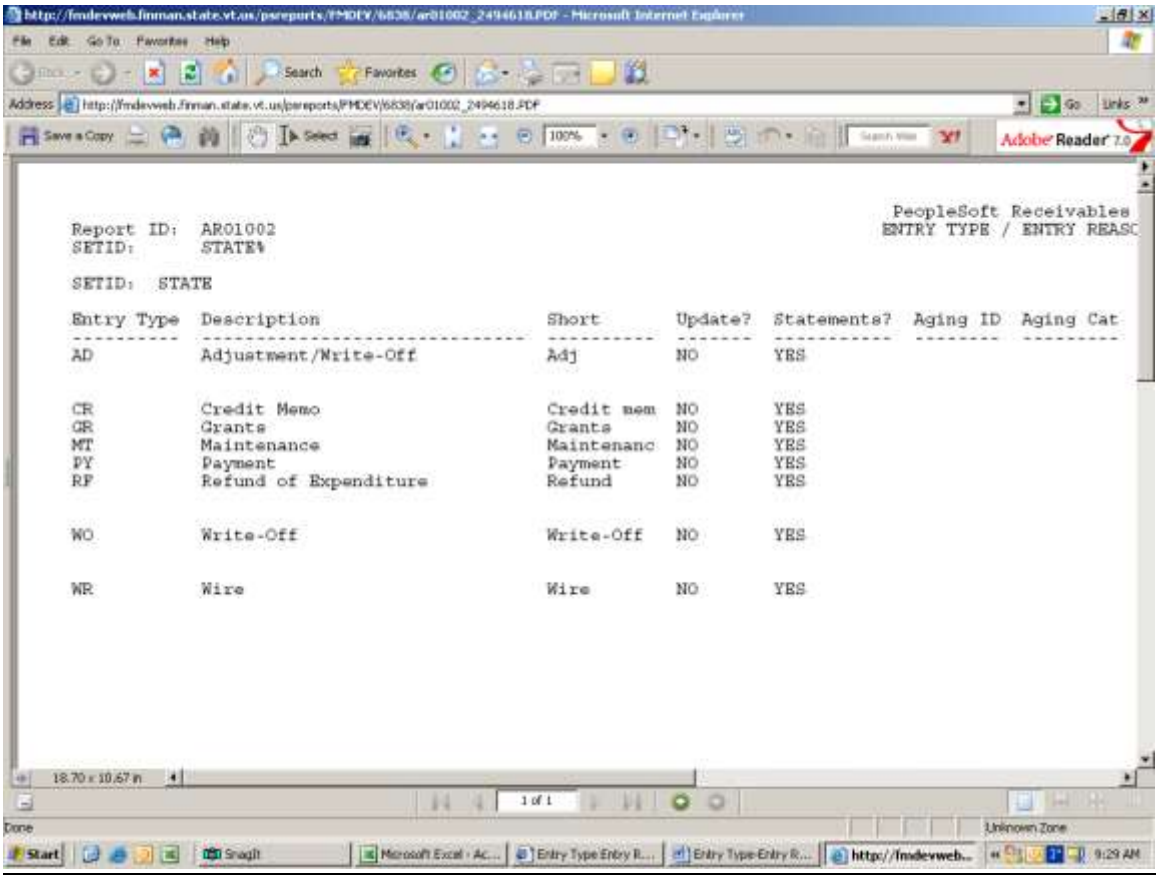


Process Detail Page

View Log/Trace Page



Example of Report Output



VISION FINANCIALS

Group Control By Entry Date (AR11001)

Report Information

Purpose of the Report

This report lists all group control records by entry date, shown in the entry currency.

Type of Report

SQR

Navigation (Path) to the Report

Accounts Receivable > Pending Items > Reports > Group Control by Entry Date

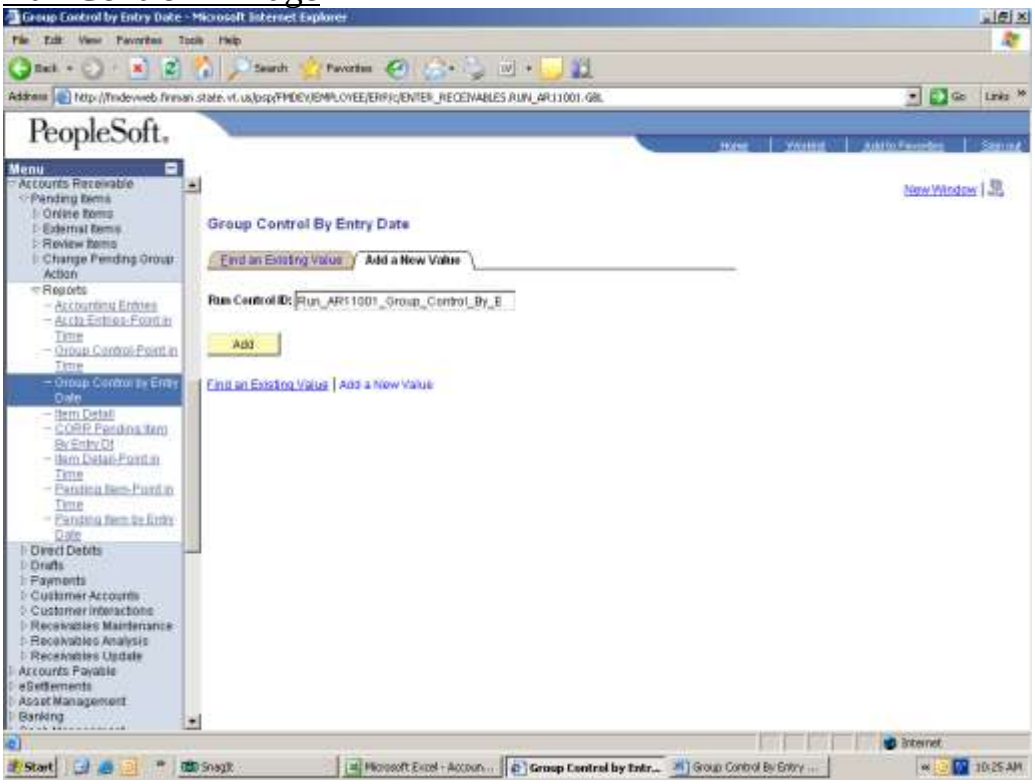
Report Execution Procedure

Run Control Notes:

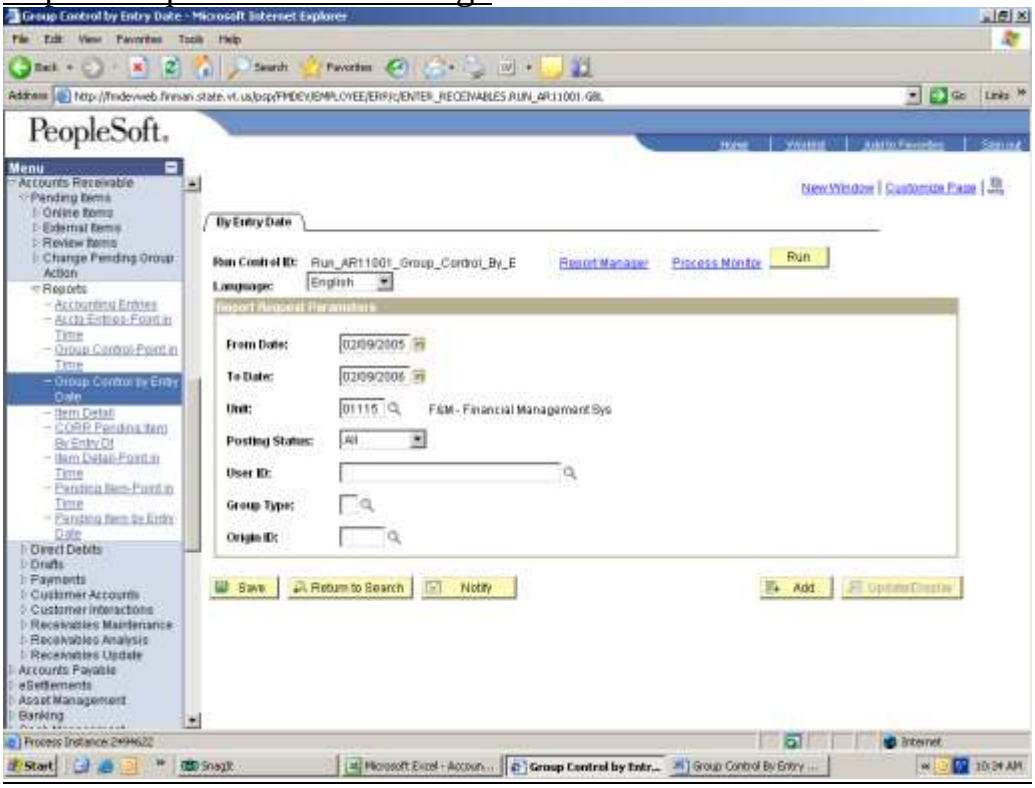
- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR11001_Group_Control_By_E)

Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
From Date	Enter desired Date	Click on calendar to select date
To Date	Enter desired Date	Click on calendar to select date
Unit	Enter Unit to report on	Click on magnifying glass to lookup Unit
Posting Status	Choose desired status to report on	Choices are: All, Complete, Error and Not Posted
User ID	Enter desired User ID	Click on magnifying glass to lookup User ID
Group Type	Enter desired Group Type	Click on magnifying glass to lookup Group Type
Origin ID	Enter desired Origin ID	Click on magnifying glass to lookup Origin ID
Run	Click the "Run" button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select "PSUNX"	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar11001 #######.PDF	Click this link for the PDF file	This opens the report.

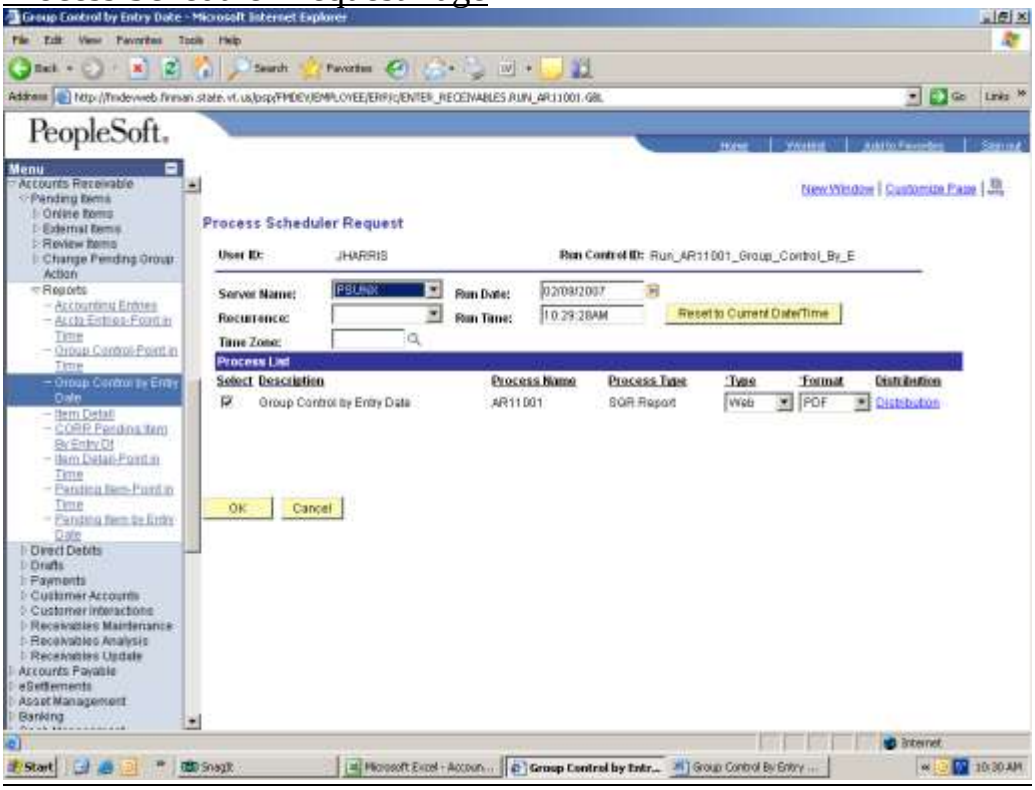
Run Control ID Page



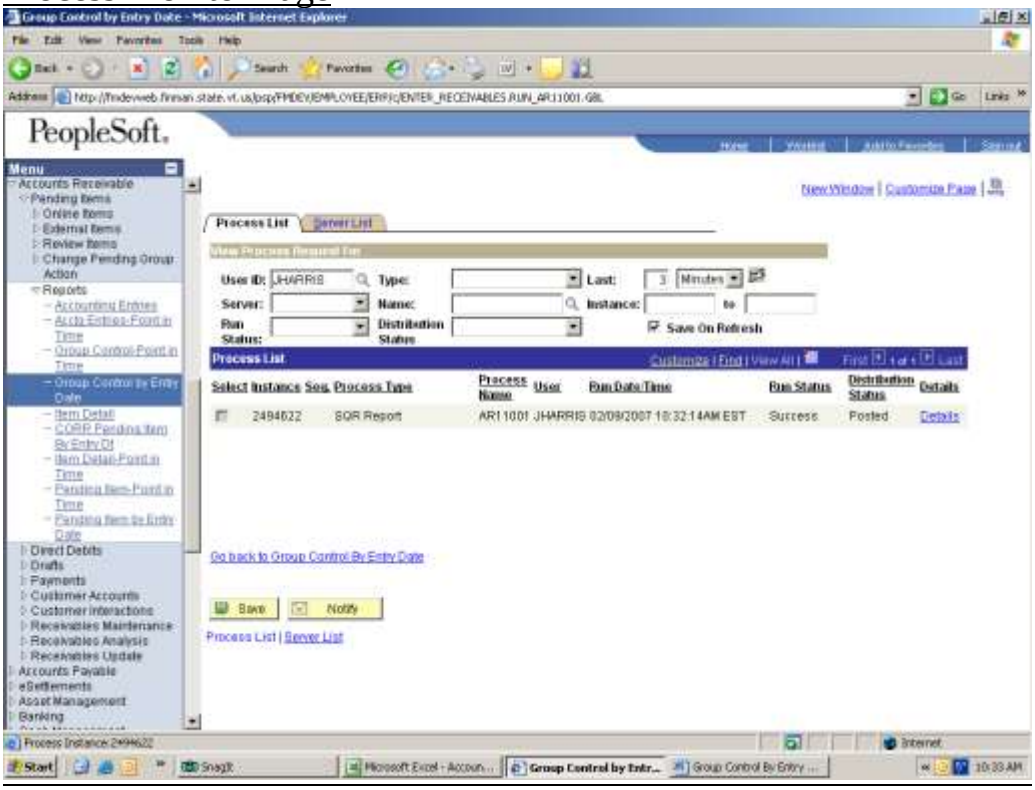
Report Request Parameters Page



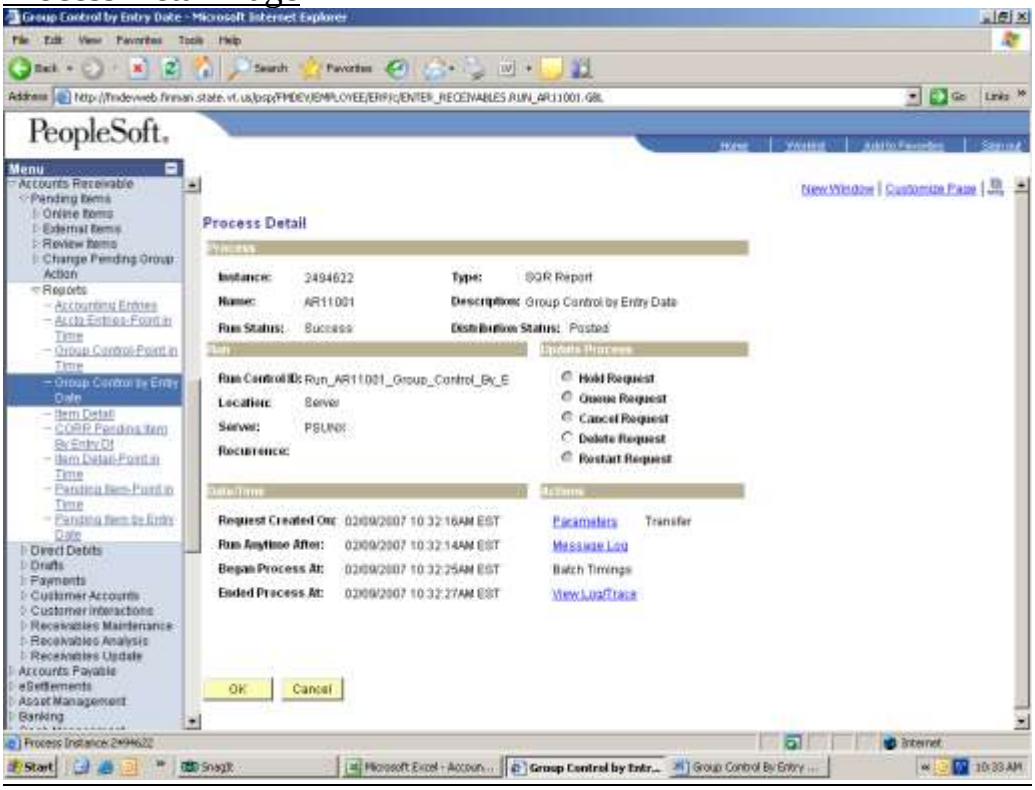
Process Scheduler Request Page



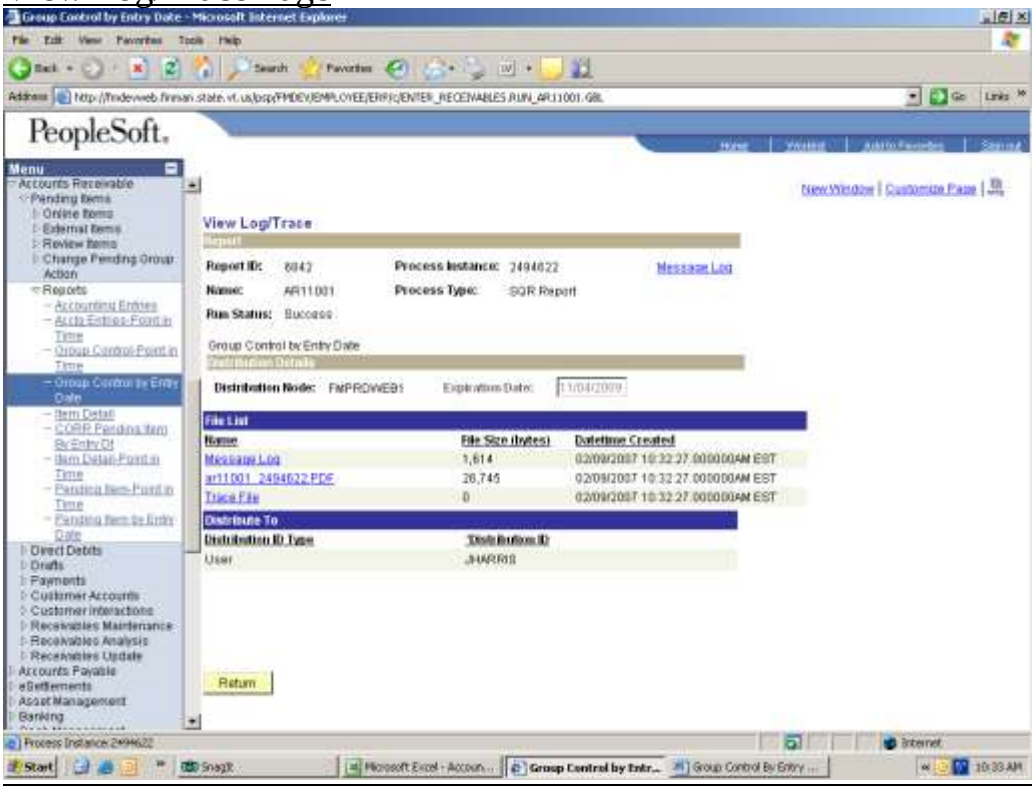
Process Monitor Page



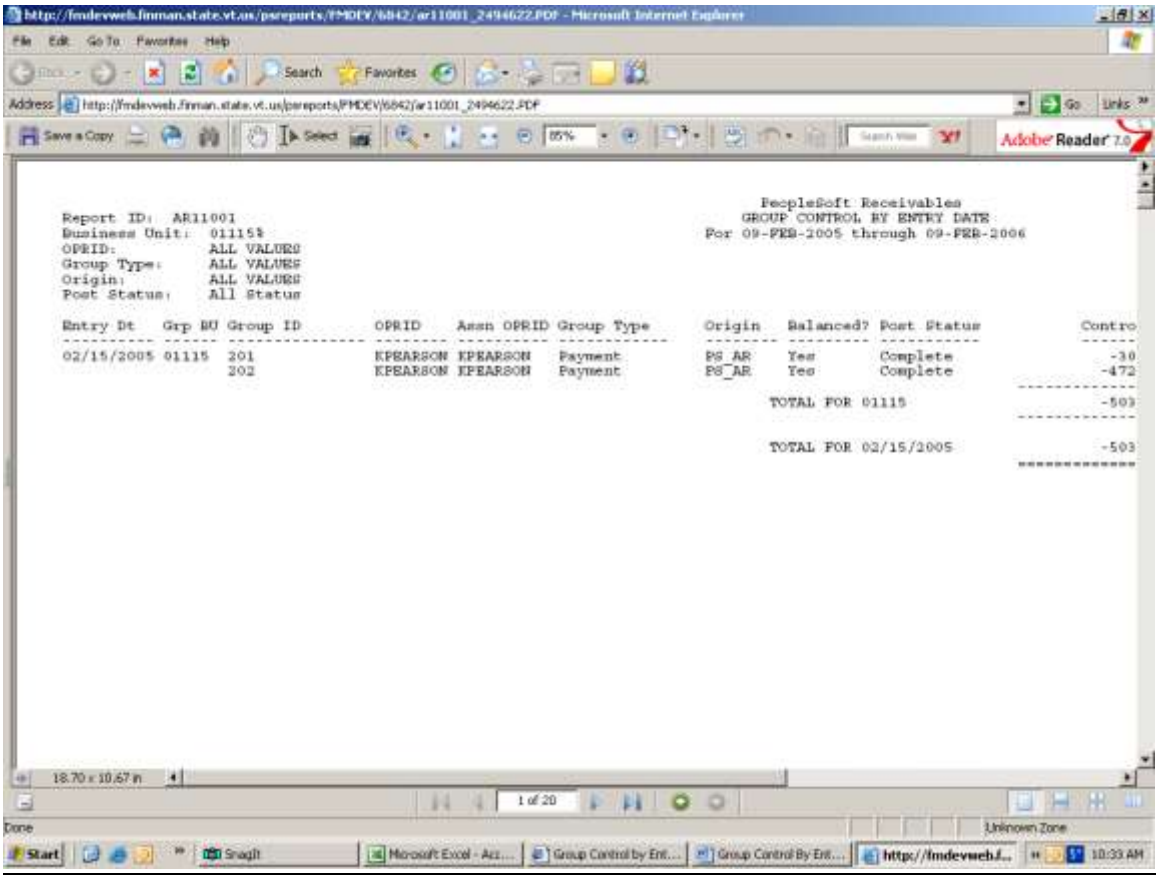
Process Detail Page



View Log/Trace Page



Example of Report Output



PeopleSoft Receivables
GROUP CONTROL BY ENTRY DATE
For 09-FEB-2005 through 09-FEB-2006

Report ID: AR11001
Business Unit: 01115%
OPRID: ALL VALUES
Group Type: ALL VALUES
Origin: ALL VALUES
Post Status: All Status

Entry Dt	Grp BU	Group ID	OPRID	Assn OPRID	Group Type	Origin	Balanced?	Post Status	Contro
02/15/2005	01115	201	KPEARSON	KPEARSON	Payment	PS_AR	Yes	Complete	-30
		202	KPEARSON	KPEARSON	Payment	PS_AR	Yes	Complete	-472
						TOTAL FOR 01115			-503
						TOTAL FOR 02/15/2005			-503

VISION FINANCIALS

Group Control By Entry Date Point In Time Report (AR11001P)

Report Information

Purpose of the Report

This report lists all group control records by entry date, shown in the entry currency. In the report the user specifies a point in time to run the report.

Type of Report

Crystal

Navigation (Path) to the Report

Accounts Receivable > Pending Items > Reports > Group Control – Point in Time

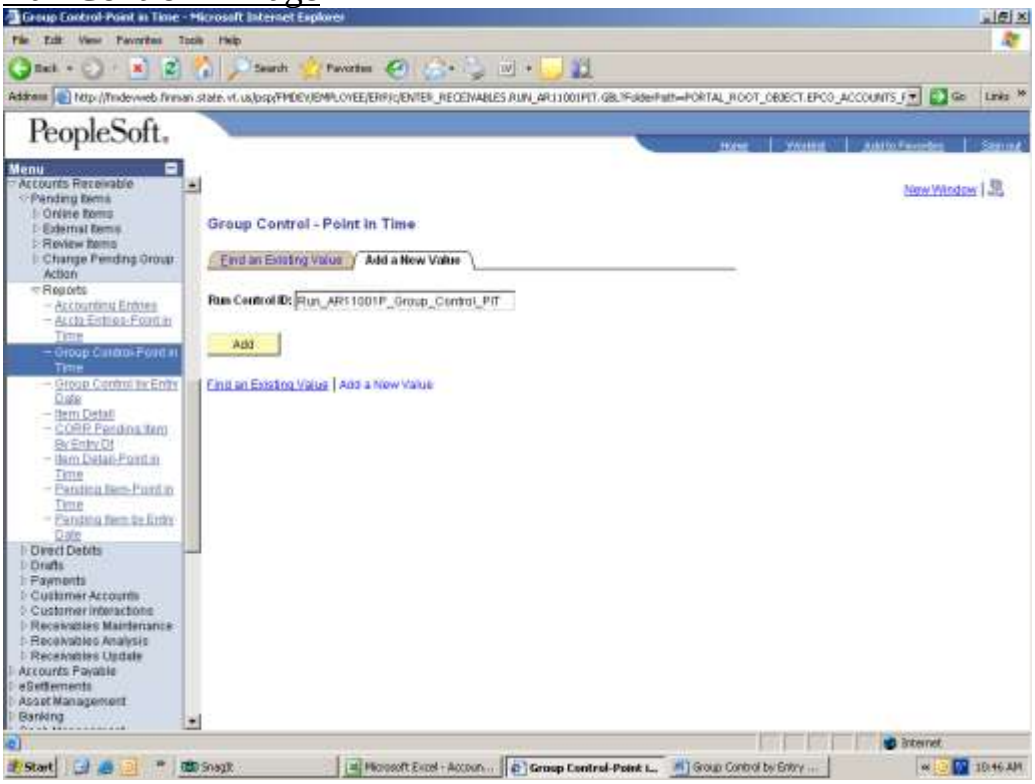
Report Execution Procedure

Run Control Notes:

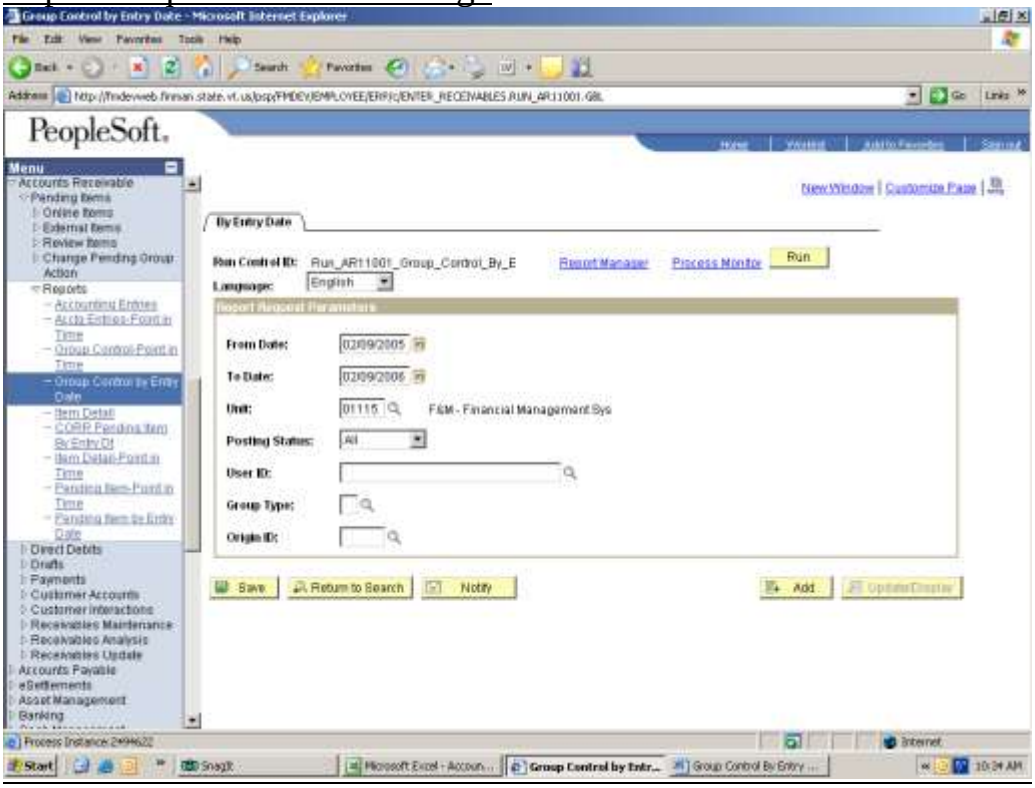
- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR11001P_Group_Control_PIT)

Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
From Date	Enter desired Date	Click on calendar to select date
To Date	Enter desired Date	Click on calendar to select date
Unit	Enter Unit to report on	Click on magnifying glass to lookup Unit
Posting Status	Choose desired status to report on	Choices are: All, Complete, Error and Not Posted
User ID	Enter desired User ID	Click on magnifying glass to lookup User ID
Group Type	Enter desired Group Type	Click on magnifying glass to lookup Group Type
Origin ID	Enter desired Origin ID	Click on magnifying glass to lookup Origin ID
Run	Click the "Run" button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select "PSUNX"	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar11001 #######.PDF	Click this link for the PDF file	This opens the report.

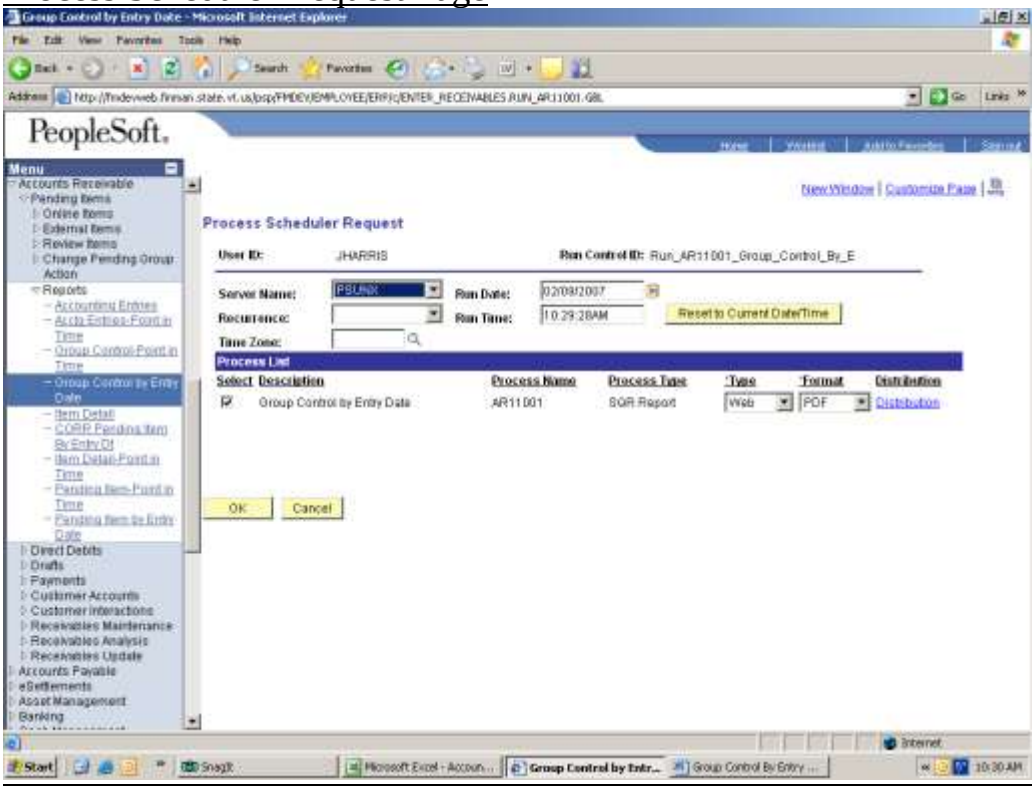
Run Control ID Page



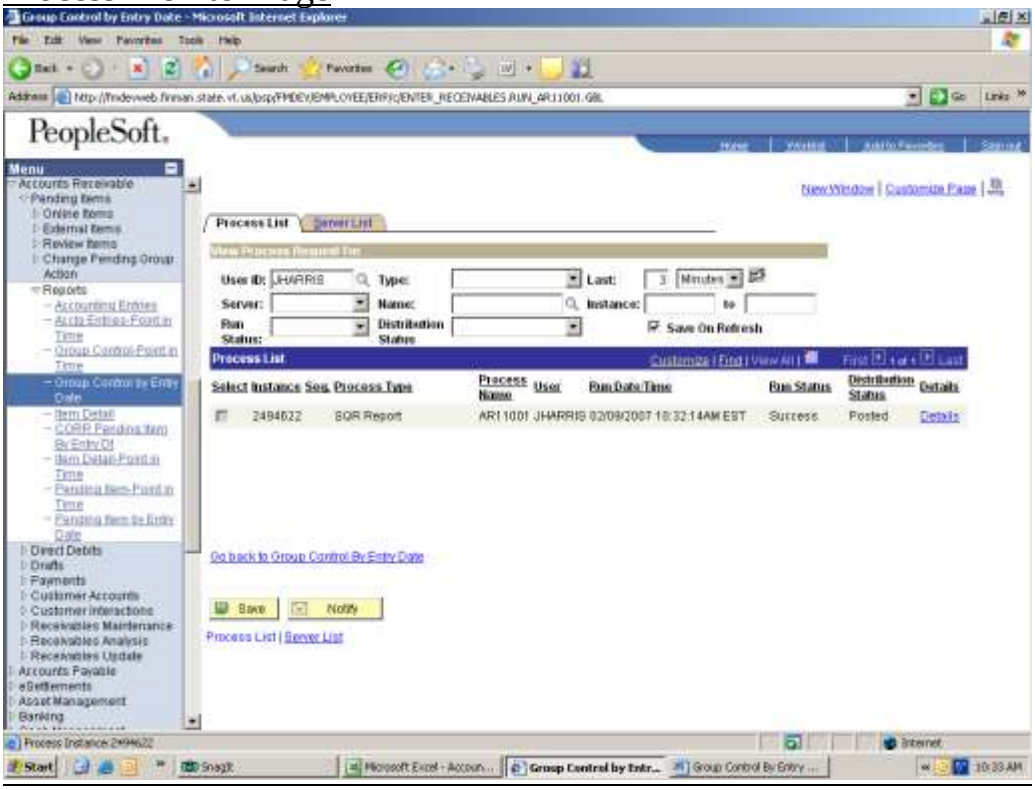
Report Request Parameters Page



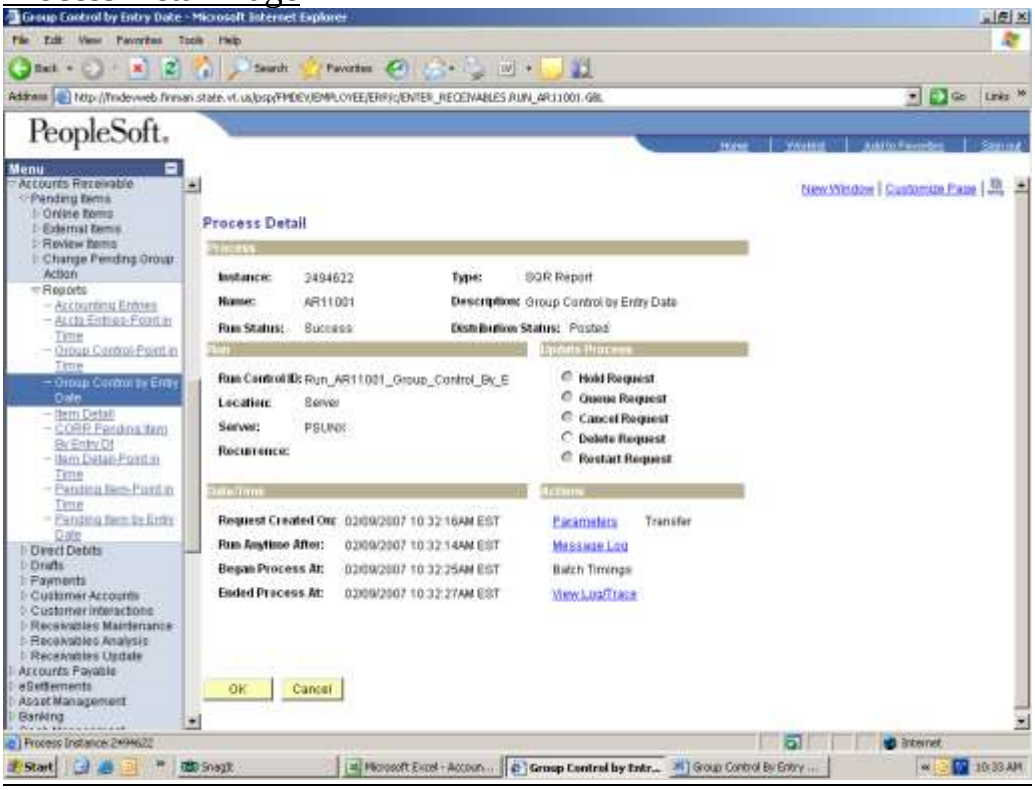
Process Scheduler Request Page



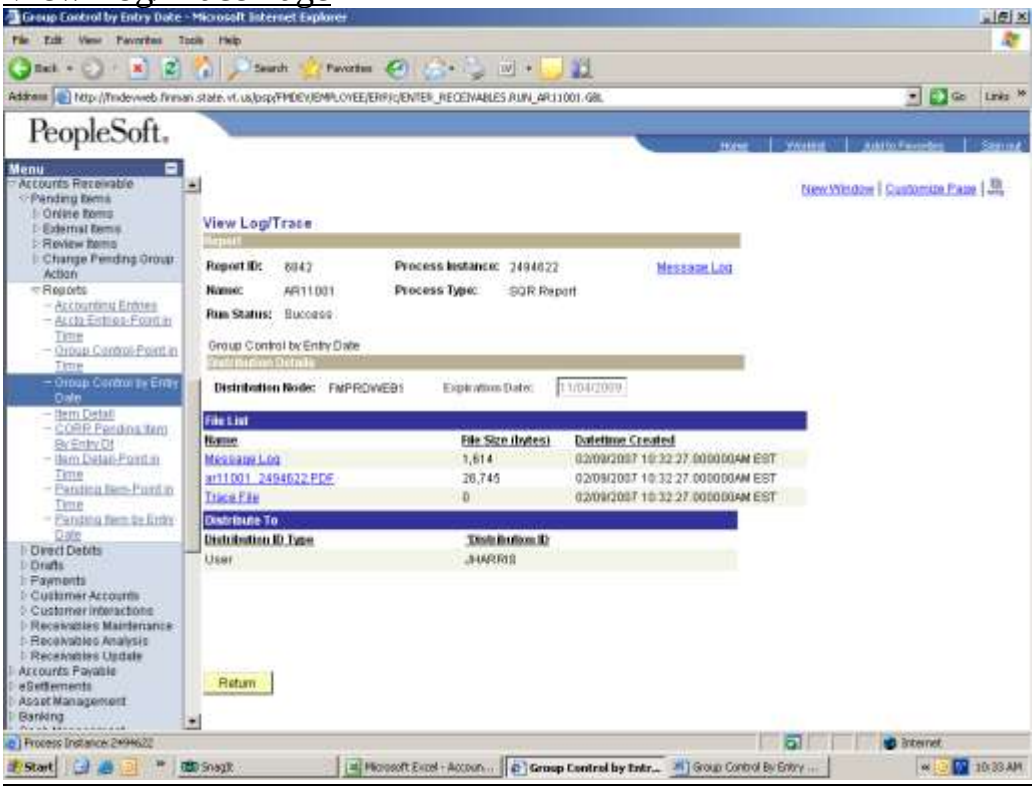
Process Monitor Page



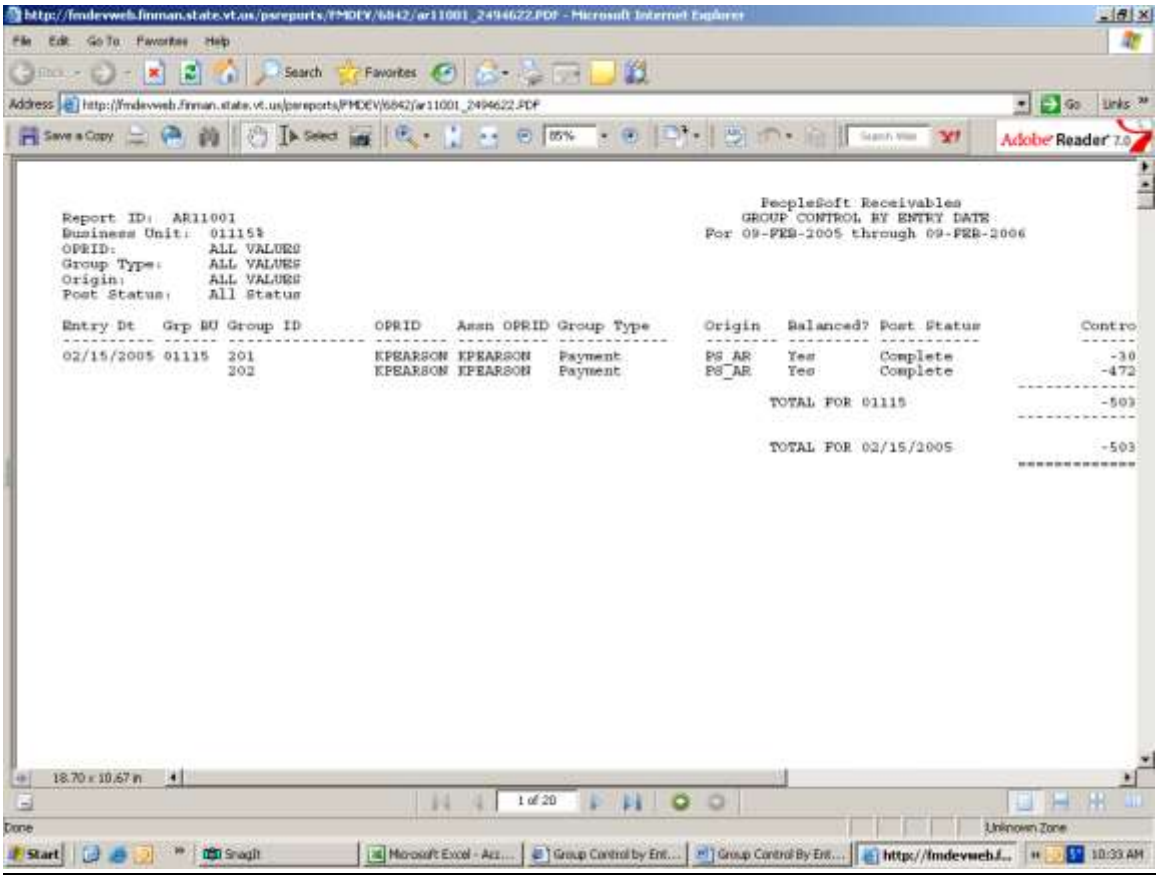
Process Detail Page



View Log/Trace Page



Example of Report Output



PeopleSoft Receivables
GROUP CONTROL BY ENTRY DATE
For 09-FEB-2005 through 09-FEB-2006

Report ID: AR11001
Business Unit: 01115%
OPRID: ALL VALUES
Group Type: ALL VALUES
Origin: ALL VALUES
Post Status: All Status

Entry Dt	Grp BU	Group ID	OPRID	Assn OPRID	Group Type	Origin	Balanced?	Post Status	Contro
02/15/2005	01115	201	KPEARSON	KPEARSON	Payment	PS_AR	Yes	Complete	-30
		202	KPEARSON	KPEARSON	Payment	PS_AR	Yes	Complete	-472
						TOTAL FOR 01115			-503
						TOTAL FOR 02/15/2005			-503

VISION FINANCIALS

Item Activities by Entry Type/Origin (AR60002PIT)

Report Information

Purpose of the Report

This report shows a summarized picture of business unit activity for a selected date range summarized by entry type and origin ID for a specified point in time.

Type of Report

Crystal

Navigations (Path) to the Report

Accounts Receivable > Receivables Analysis > Receivables Reports > Business Unit Activity - PIT

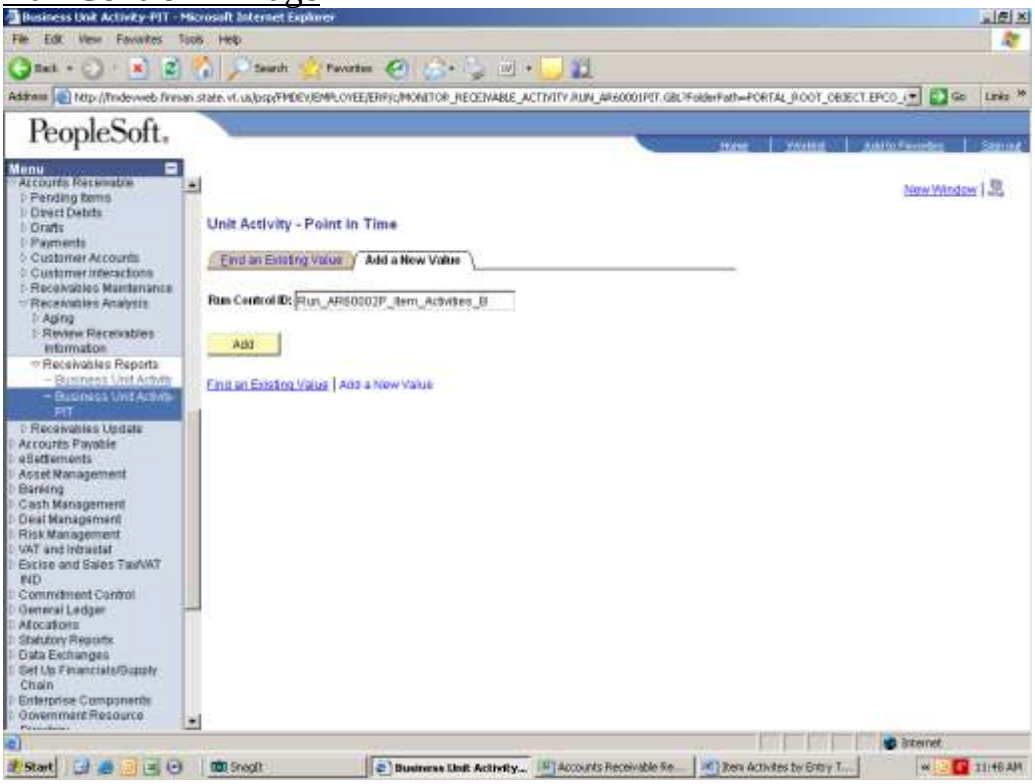
Report Execution Procedure

Run Control Notes:

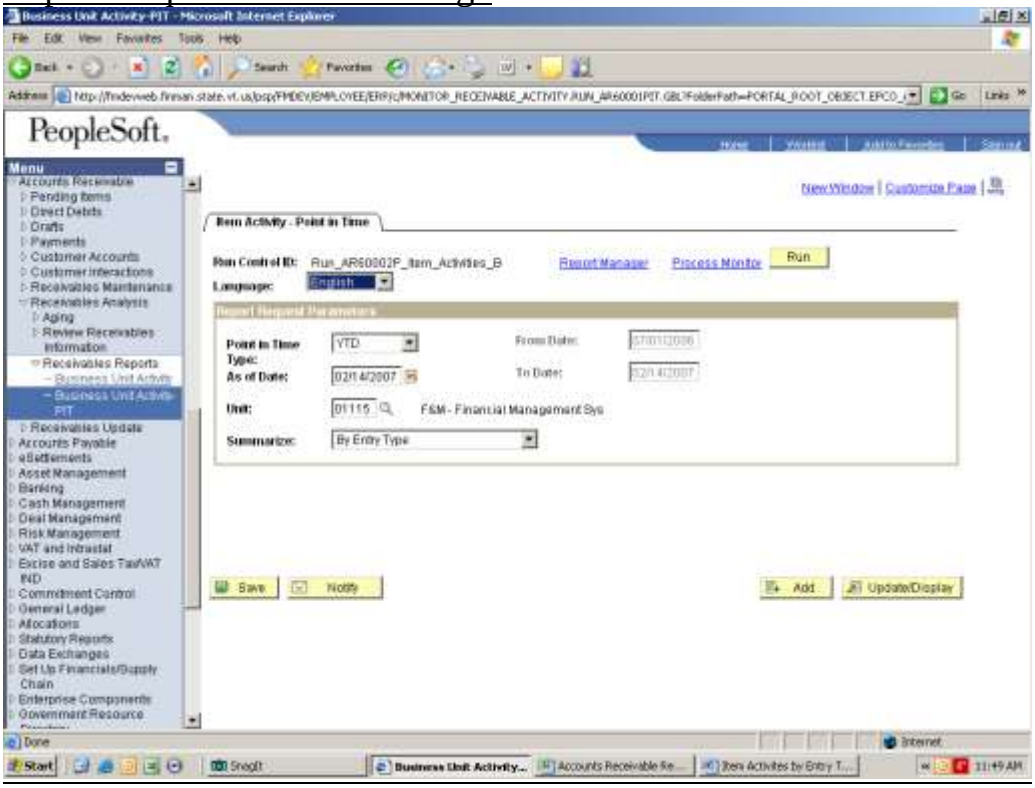
- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR60002P_Item_Activities_B)

Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
Point in Time Type	Select time frame to report on	If range is selected the As of Date box disappears
From Date	Enter desired from date	Click on calendar to select date
To Date	Enter desired to date	Click on calendar to select date
As of Date	Enter As of Date to Report on	Click on calendar to select date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Summarize	Select manner to summarize report	Choose from drop down list
Run	Click the "Run" button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select "PSNTCR"	This is the server for Crystal Reports
Process List	Check box next to "PIT Item Actv – GroupType/Origin	It's Process Name is AR60002P
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
ar60002P #######.PDF	Click this link for the PDF file	This opens the report.

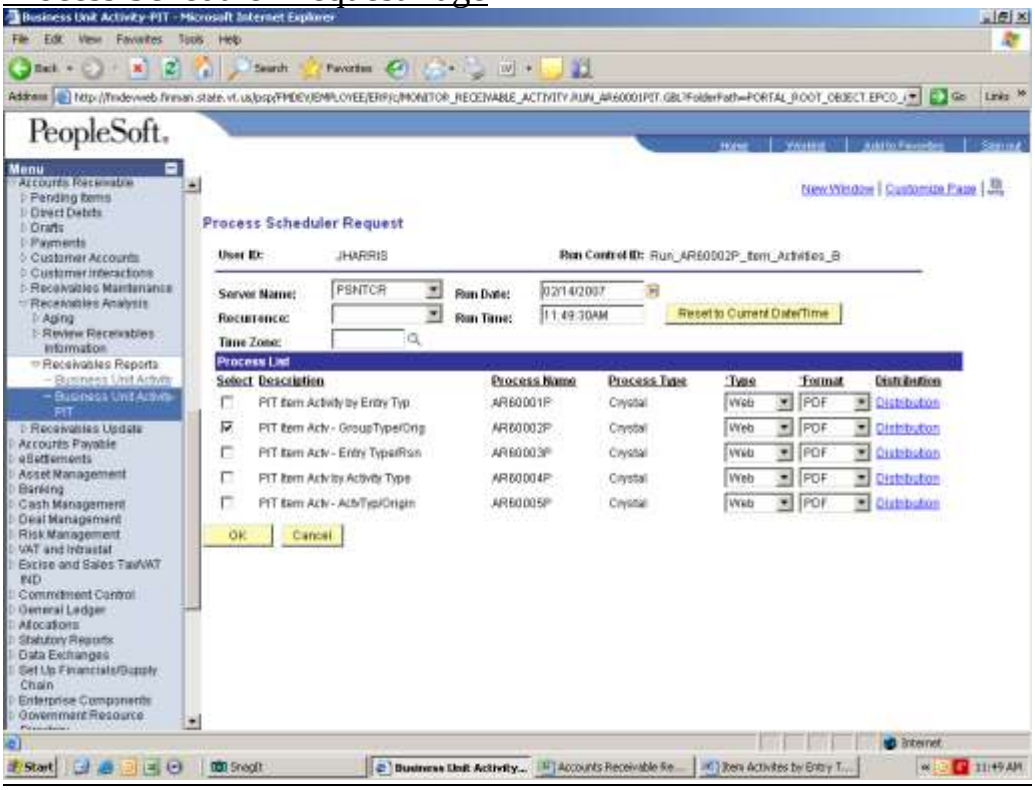
Run Control ID Page



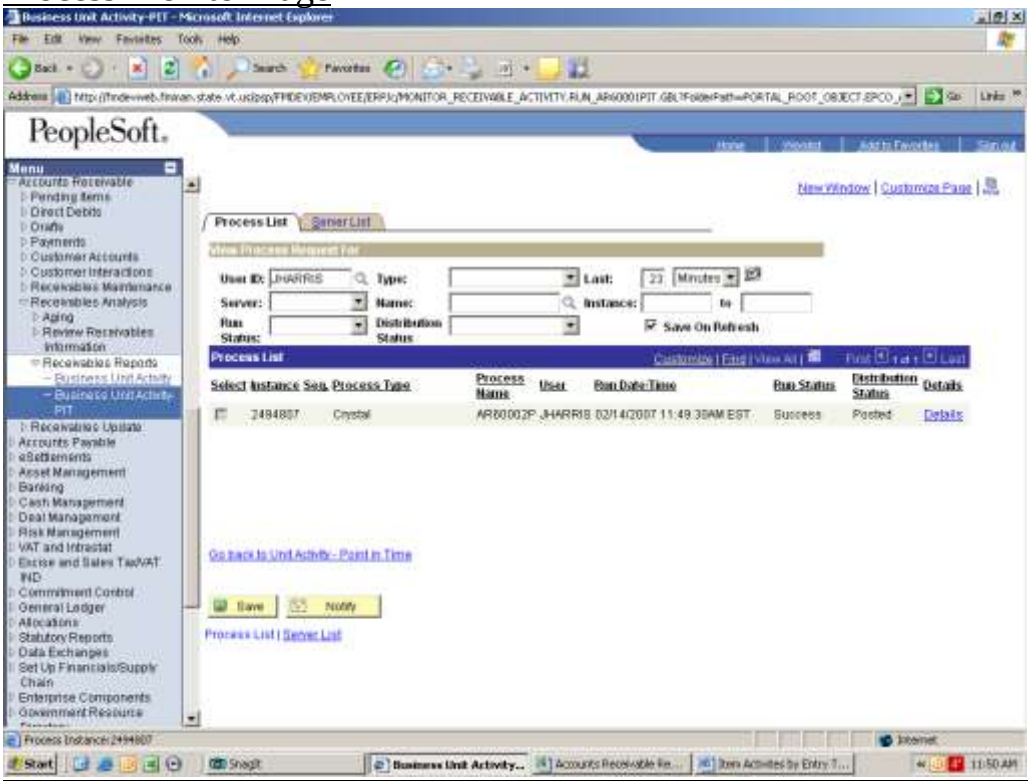
Report Request Parameters Page



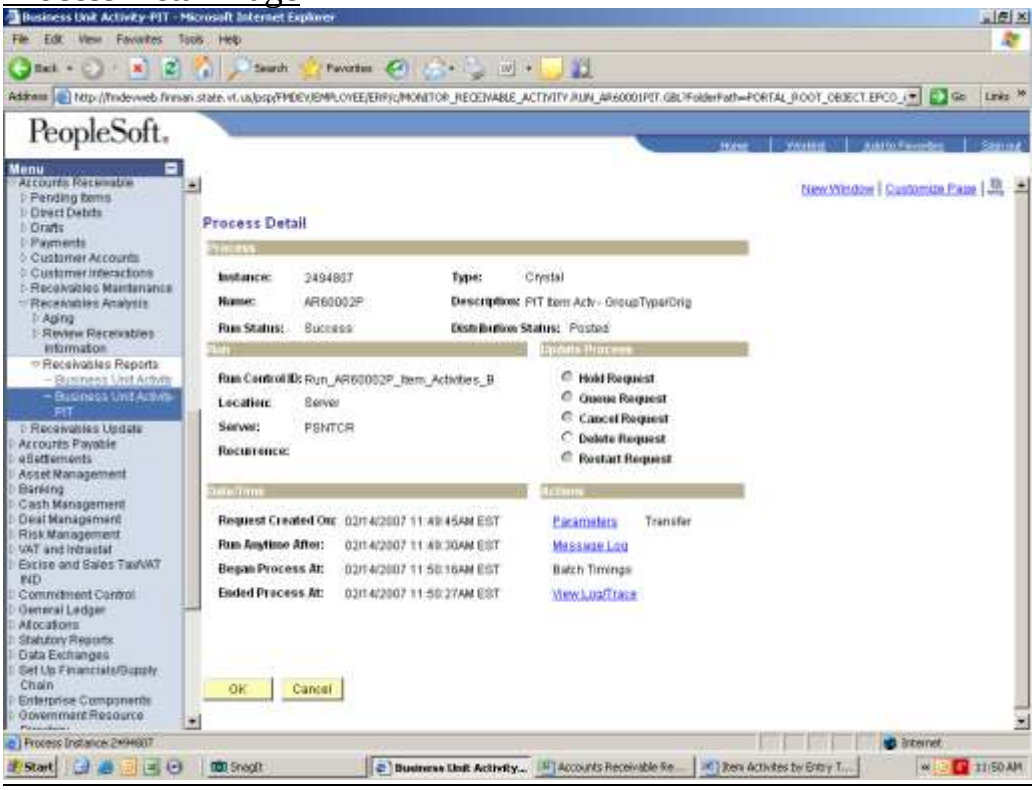
Process Scheduler Request Page



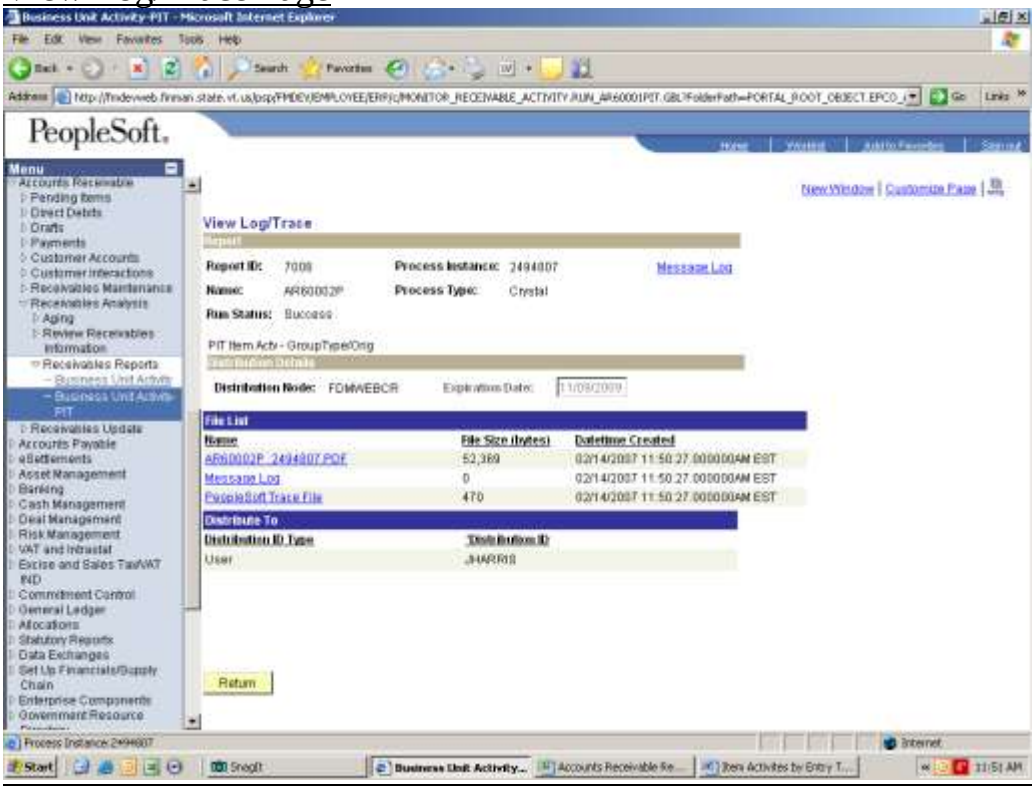
Process Monitor Page



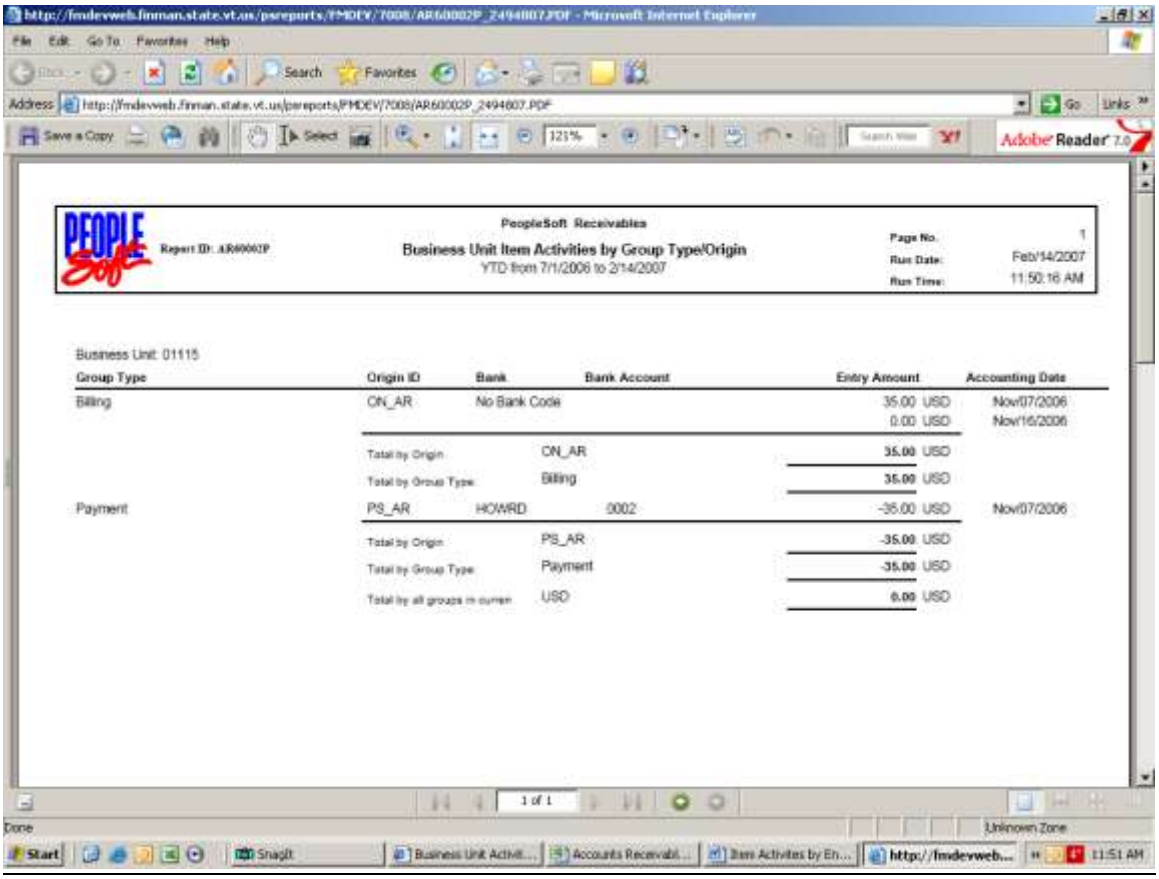
Process Detail Page



View Log/Trace Page



Example of Report Output



PeopleSoft Receivables

Report ID: AR60002P

Business Unit Item Activities by Group Type/Origin

YTD from 7/1/2006 to 2/14/2007

Page No. 1
Run Date: Feb/14/2007
Run Time: 11:50:16 AM

Business Unit: 01115

Group Type	Origin ID	Bank	Bank Account	Entry Amount	Accounting Date
Billing	ON_AR	No Bank Code		35.00 USD	Nov/07/2006
				0.00 USD	Nov/16/2006
	Total by Origin		ON_AR	35.00 USD	
	Total by Group Type		Billing	35.00 USD	
Payment	PS_AR	HOWRD	0002	-35.00 USD	Nov/07/2006
	Total by Origin		PS_AR	-35.00 USD	
	Total by Group Type		Payment	-35.00 USD	
	Total by all groups in currency		USD	0.00 USD	

VISION FINANCIALS

Item Activities by Entry Type/Reason (AR60003PIT)

Report Information

Purpose of the Report

This report shows a summarized picture of business unit activity for a selected date range summarized by entry type and reason for a specified point in time.

Type of Report

Crystal

Navigations (Path) to the Report

Accounts Receivable > Receivables Analysis > Receivables Reports > Business Unit Activity - PIT

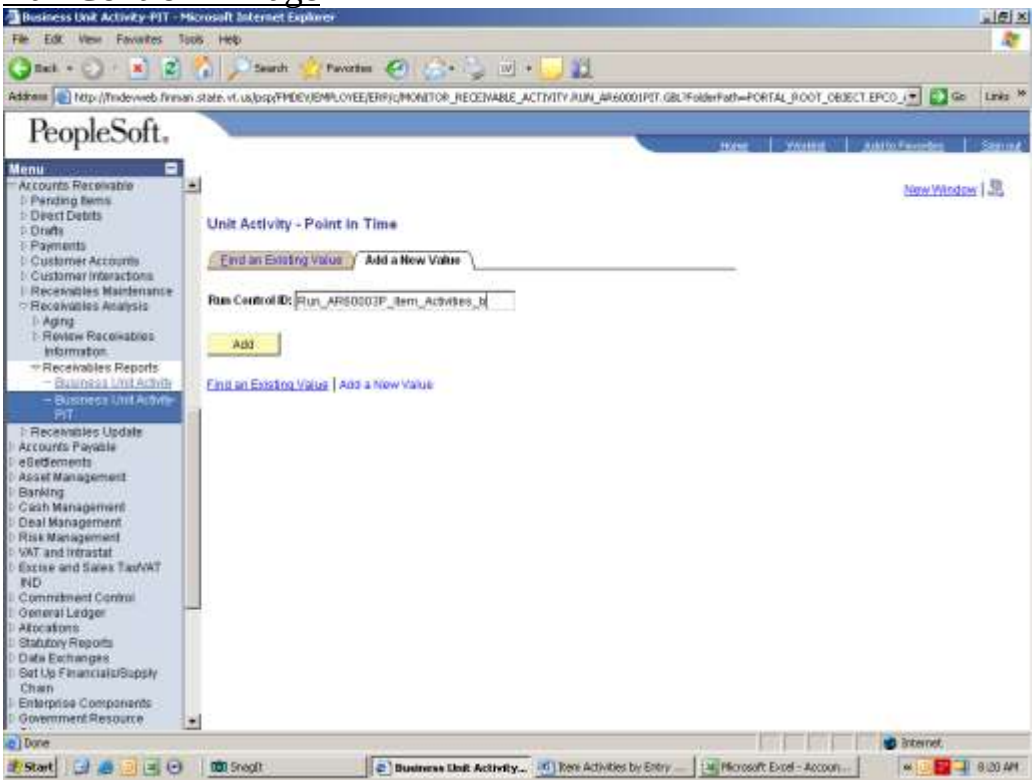
Report Execution Procedure

Run Control Notes:

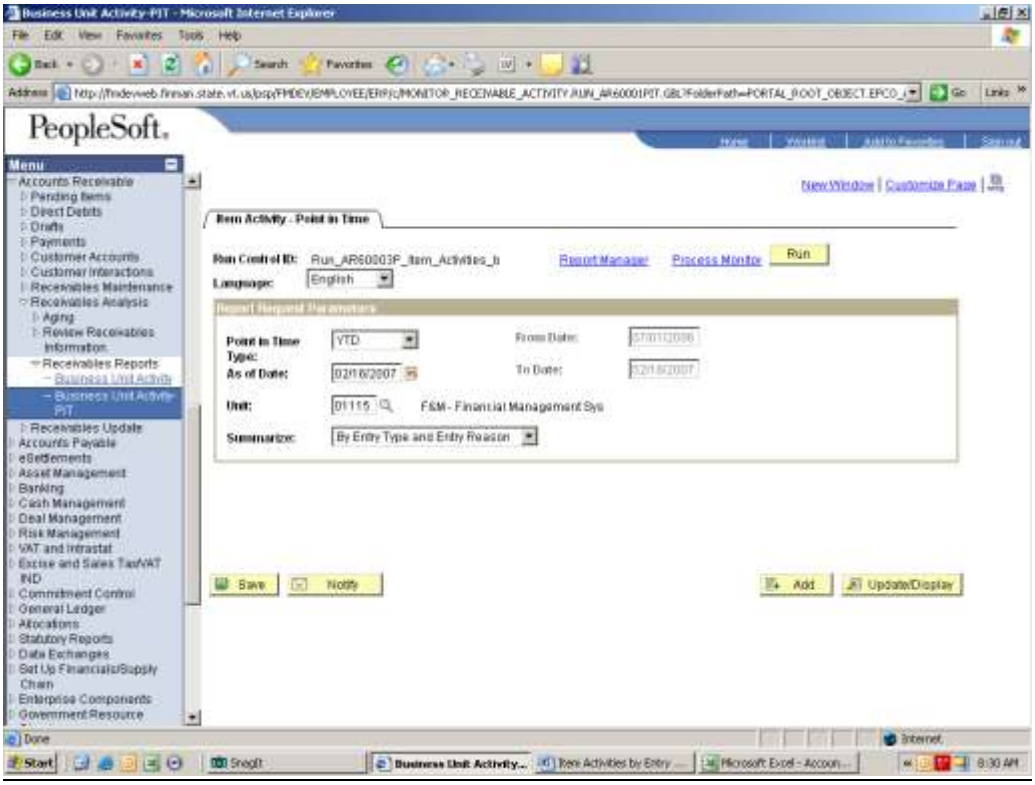
- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR60003P_Item_Activities_B)

Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
Point in Time Type	Select time frame to report on	If range is selected the As of Date box disappears
From Date	Enter desired from date	Click on calendar to select date
To Date	Enter desired to date	Click on calendar to select date
As of Date	Enter As of Date to Report on	Click on calendar to select date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Summarize	Select manner to summarize report	Choose from drop down list
Run	Click the "Run" button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select "PSNTCR"	This is the server for Crystal Reports
Process List	Check box next to "PIT Item Actv – EntryType/Rsn	It's Process Name is AR60003P
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
ar60003P #######.PDF	Click this link for the PDF file	This opens the report.

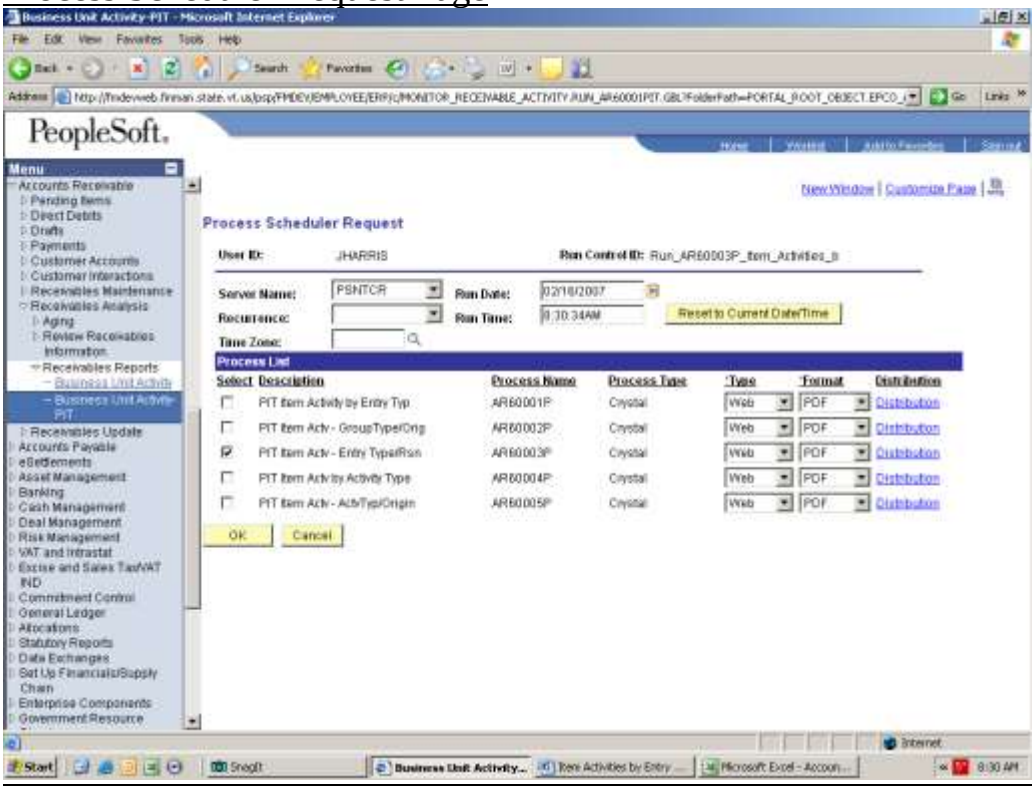
Run Control ID Page



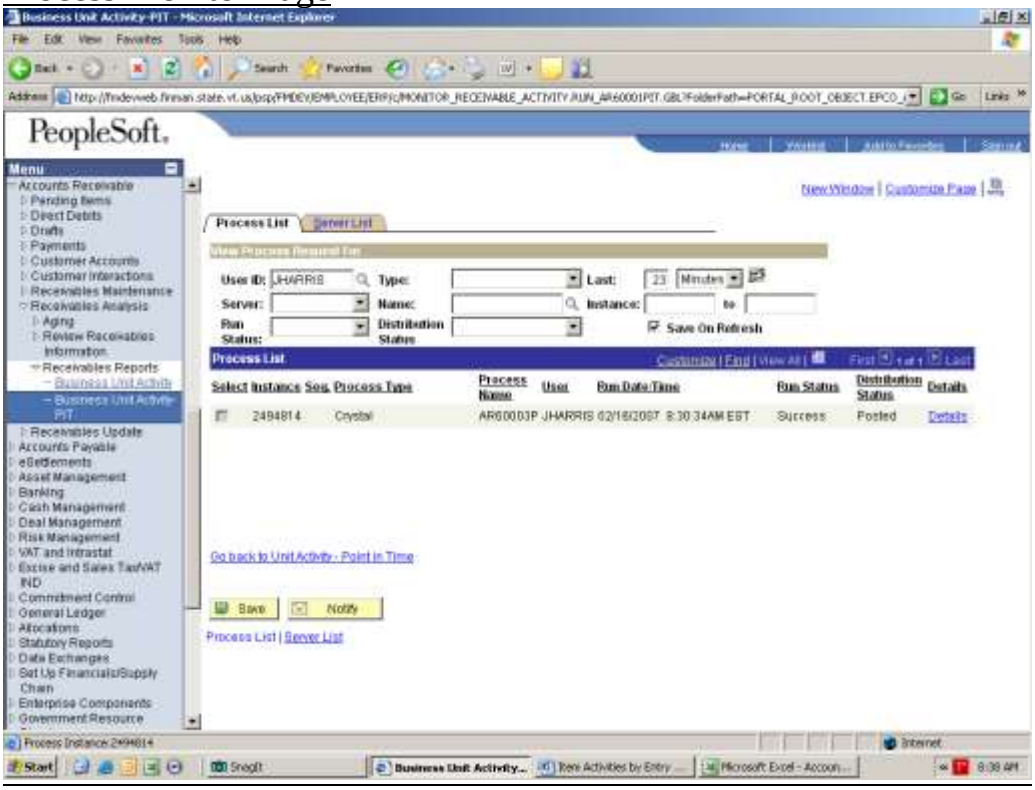
Report Request Parameters Page



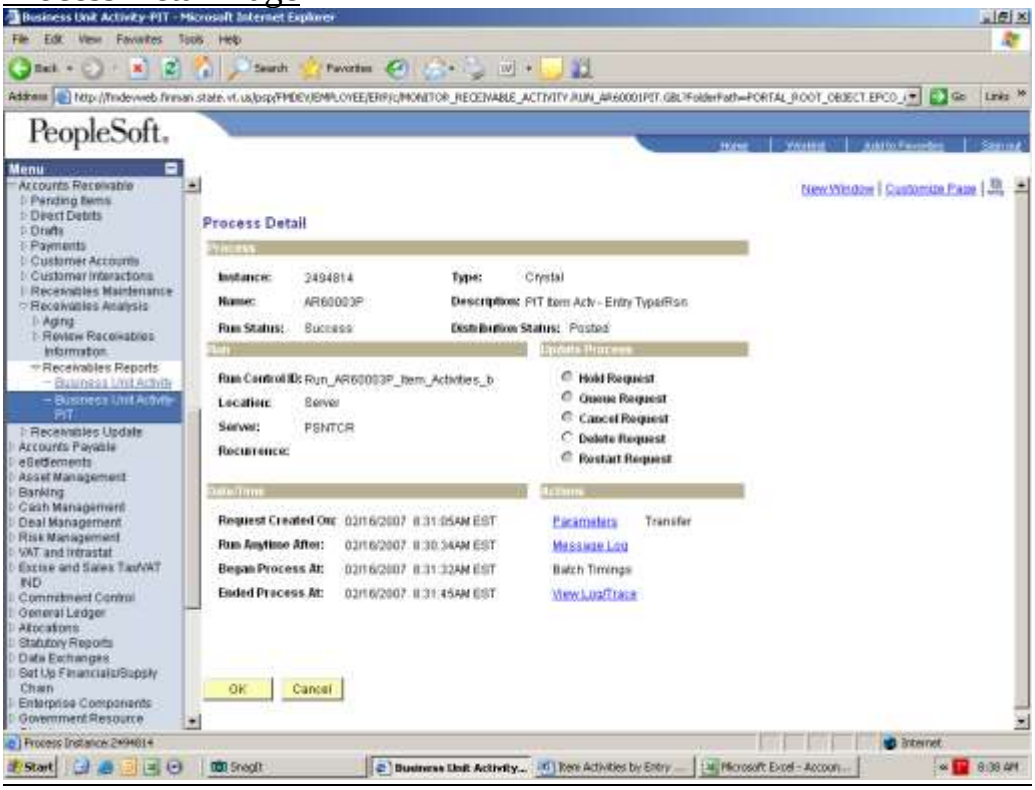
Process Scheduler Request Page



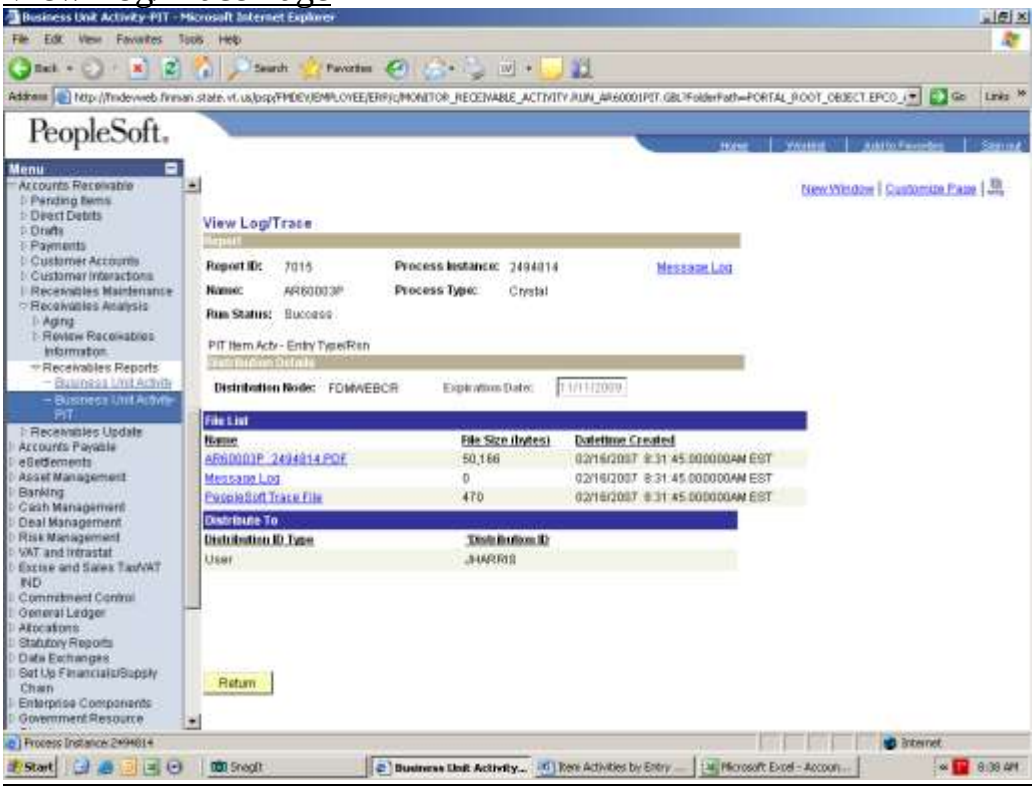
Process Monitor Page



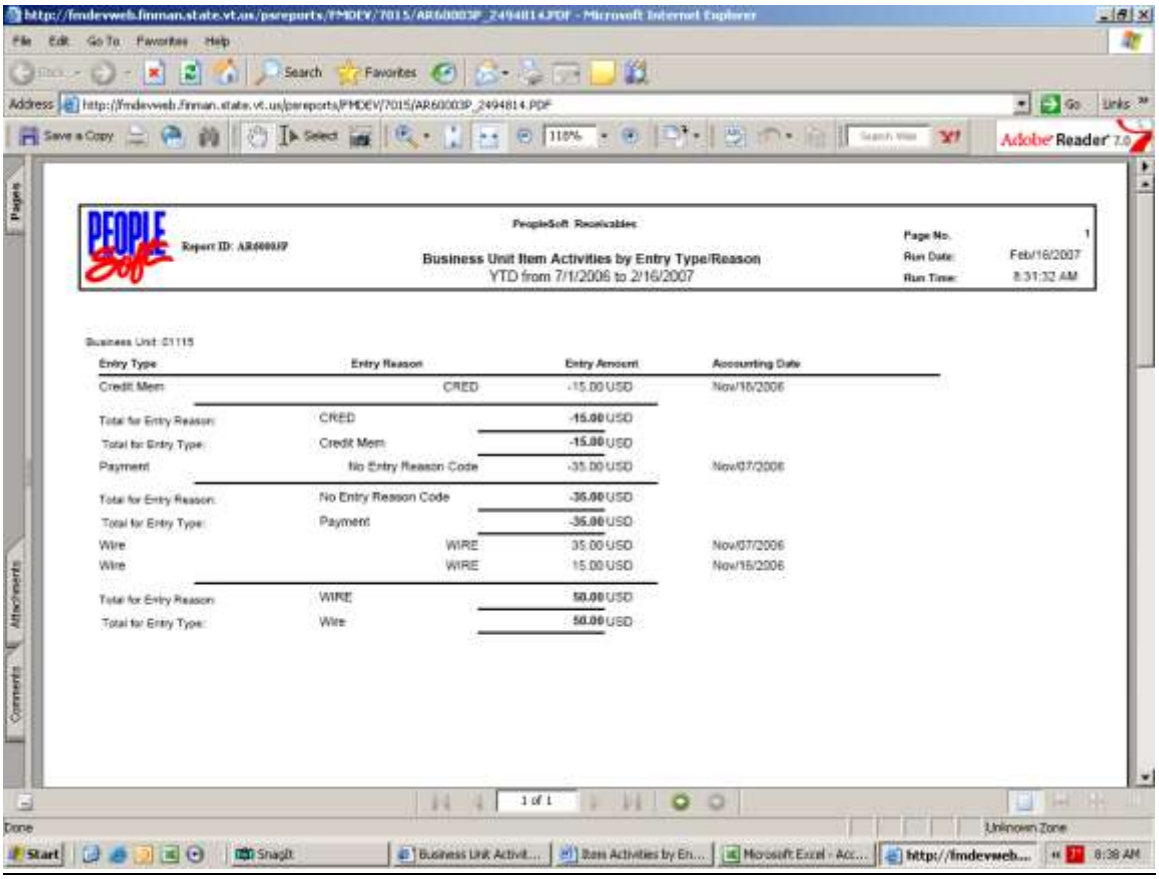
Process Detail Page



View Log/Trace Page



Example of Report Output



PeopleSoft Receivables

Report ID: AR6000UP

Business Unit Item Activities by Entry Type/Reason
YTD from 7/1/2006 to 2/16/2007

Page No. 1
Run Date Feb/16/2007
Run Time 8:31:32 AM

Business Unit: 01115

Entry Type	Entry Reason		Entry Amount	Accounting Date
Credit Mem		CRED	-15.00 USD	Nov/16/2006
Total for Entry Reason:	CRED		-15.00 USD	
Total for Entry Type:	Credit Mem		-15.00 USD	
Payment	No Entry Reason Code		-35.00 USD	Nov/07/2006
Total for Entry Reason:	No Entry Reason Code		-35.00 USD	
Total for Entry Type:	Payment		-35.00 USD	
Wire		WIRE	35.00 USD	Nov/07/2006
Wire		WIRE	15.00 USD	Nov/16/2006
Total for Entry Reason:	WIRE		50.00 USD	
Total for Entry Type:	Wire		50.00 USD	

VISION FINANCIALS

Item Activities by Entry Type (AR60001PIT)

Report Information

Purpose of the Report

This report shows a summarized picture of business unit activity for a selected date range summarized by entry type and reason code for a specified point in time.

Type of Report

Crystal

Navigations (Path) to the Report

Accounts Receivable > Receivables Analysis > Receivables Reports > Business Unit Activity - PIT

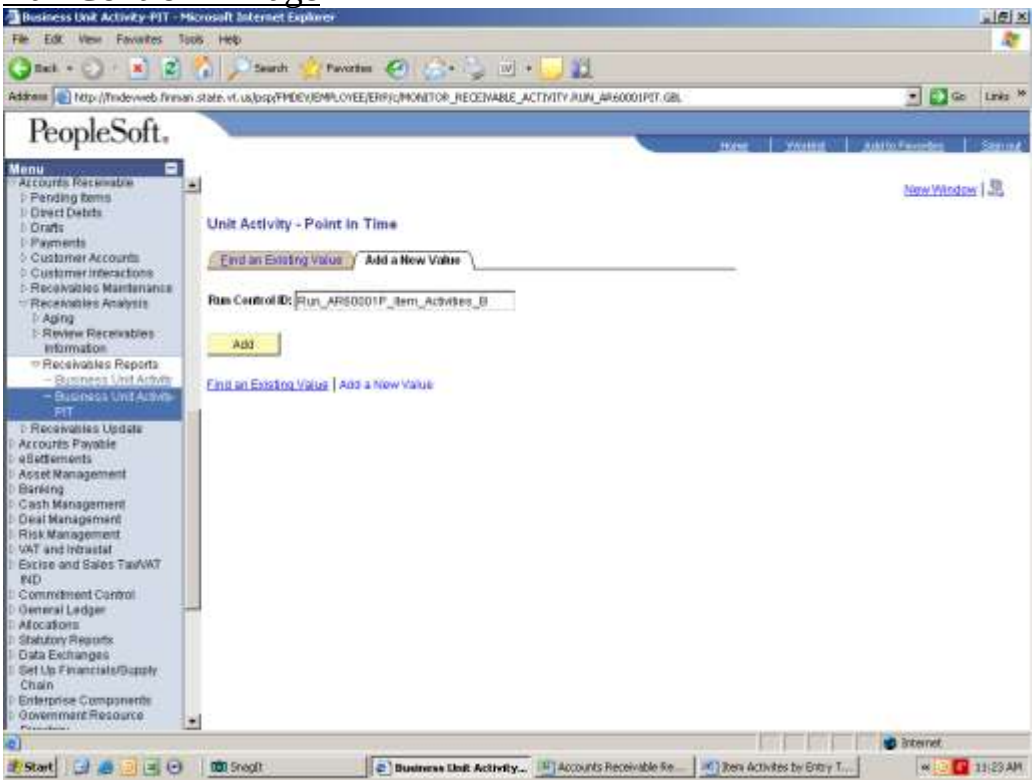
Report Execution Procedure

Run Control Notes:

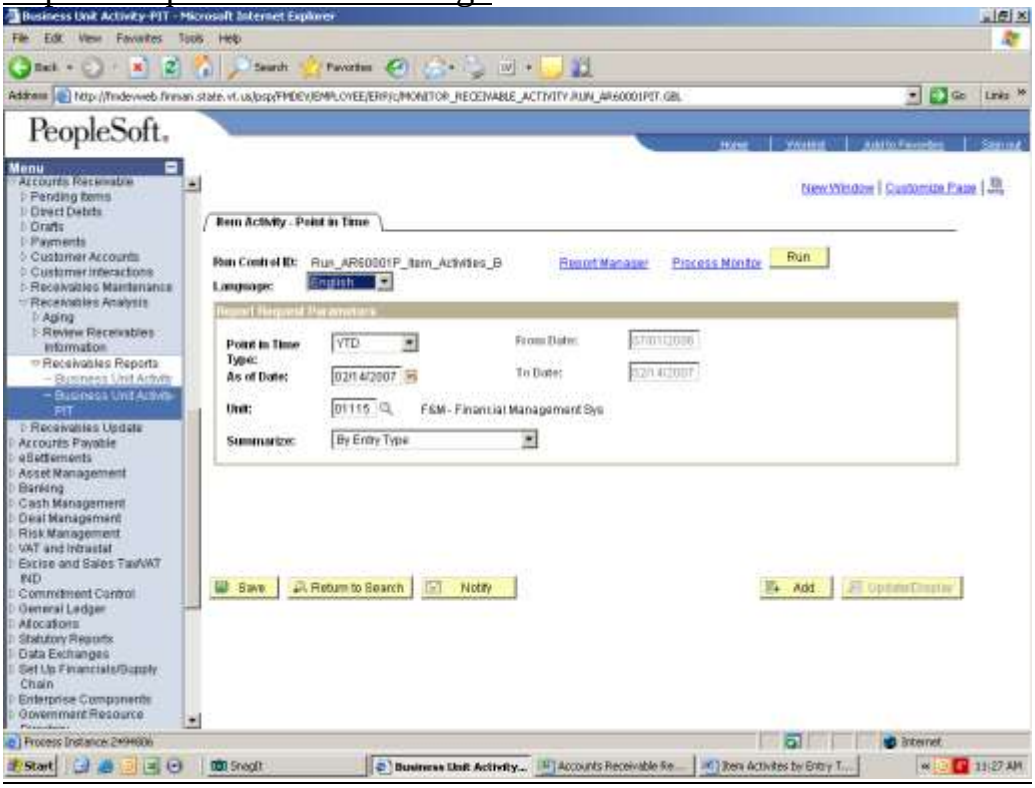
- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR60001P_Item_Activities_B)

Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
Point in Time Type	Select time frame to report on	If range is selected the As of Date box disappears
From Date	Enter desired from date	Click on calendar to select date
To Date	Enter desired to date	Click on calendar to select date
As of Date	Enter As of Date to Report on	Click on calendar to select date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Summarize	Select manner to summarize report	Choose from drop down list
Run	Click the "Run" button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select "PSNTCR"	This is the server for Crystal Reports
Process List	Check box next to "PIT Item Activity by Entry Typ"	It's Process Name is AR60001P
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
ar60001P #######.PDF	Click this link for the PDF file	This opens the report.

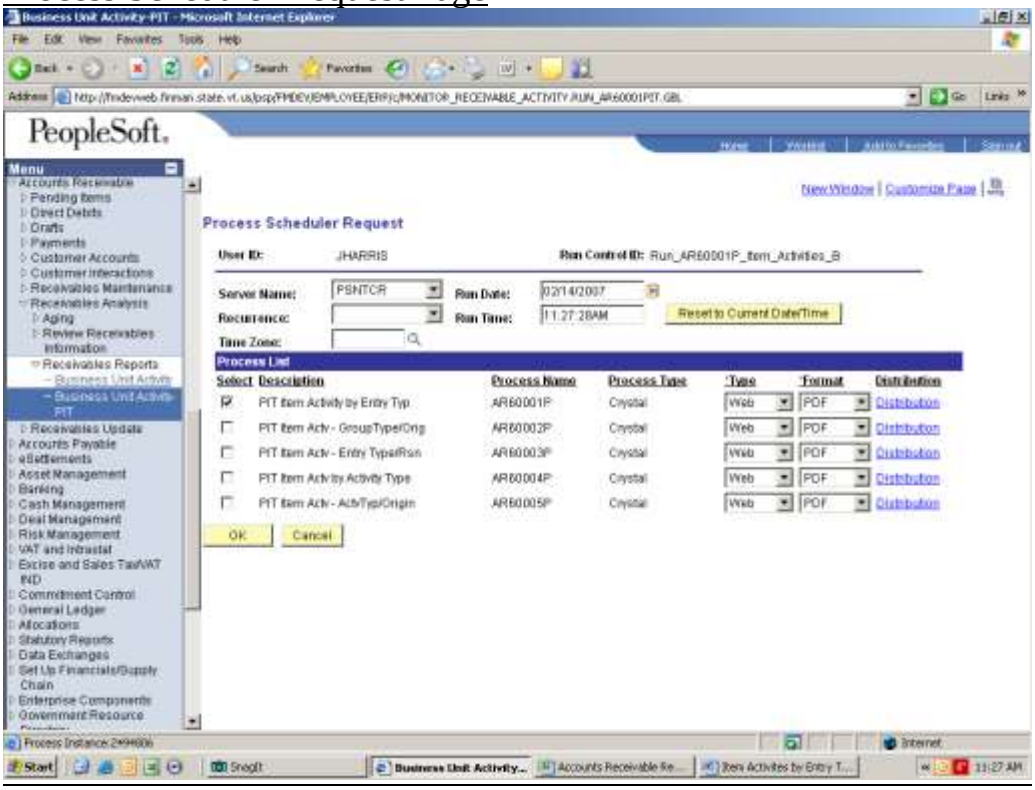
Run Control ID Page



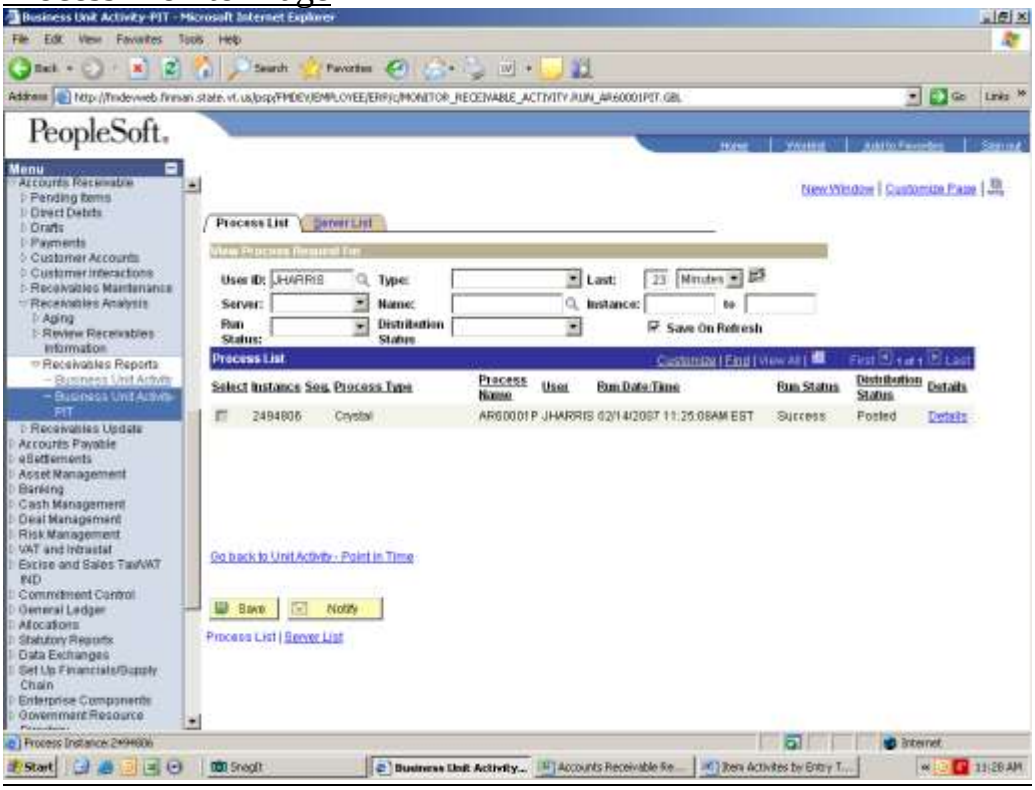
Report Request Parameters Page



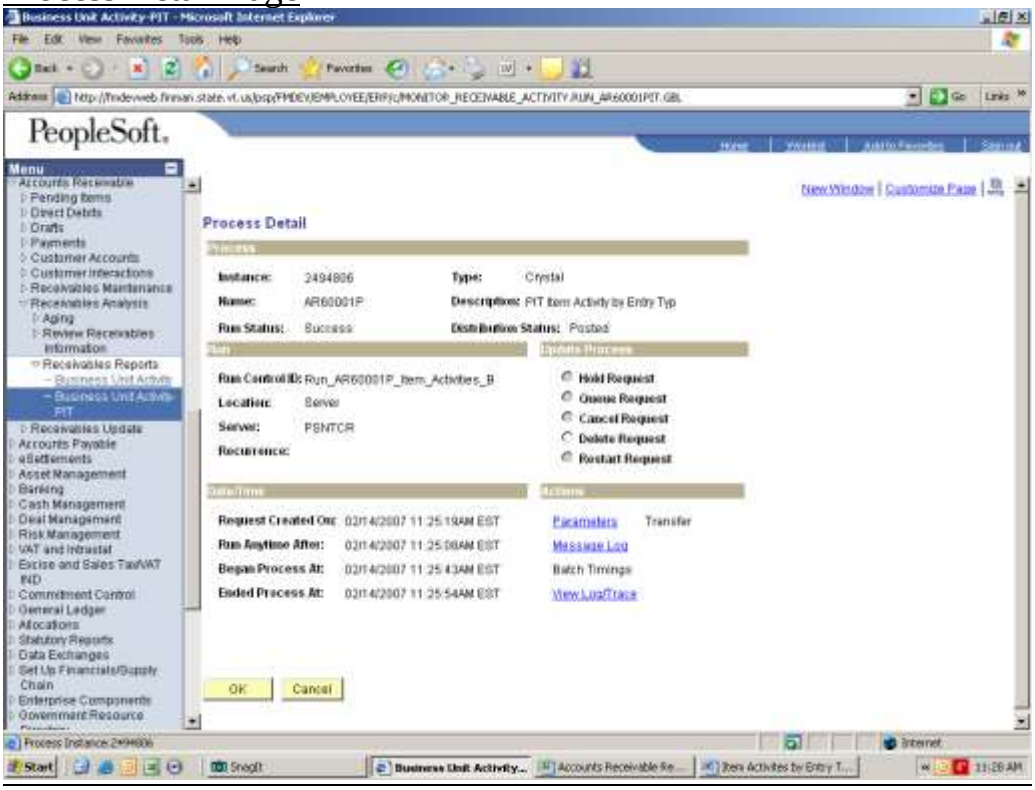
Process Scheduler Request Page



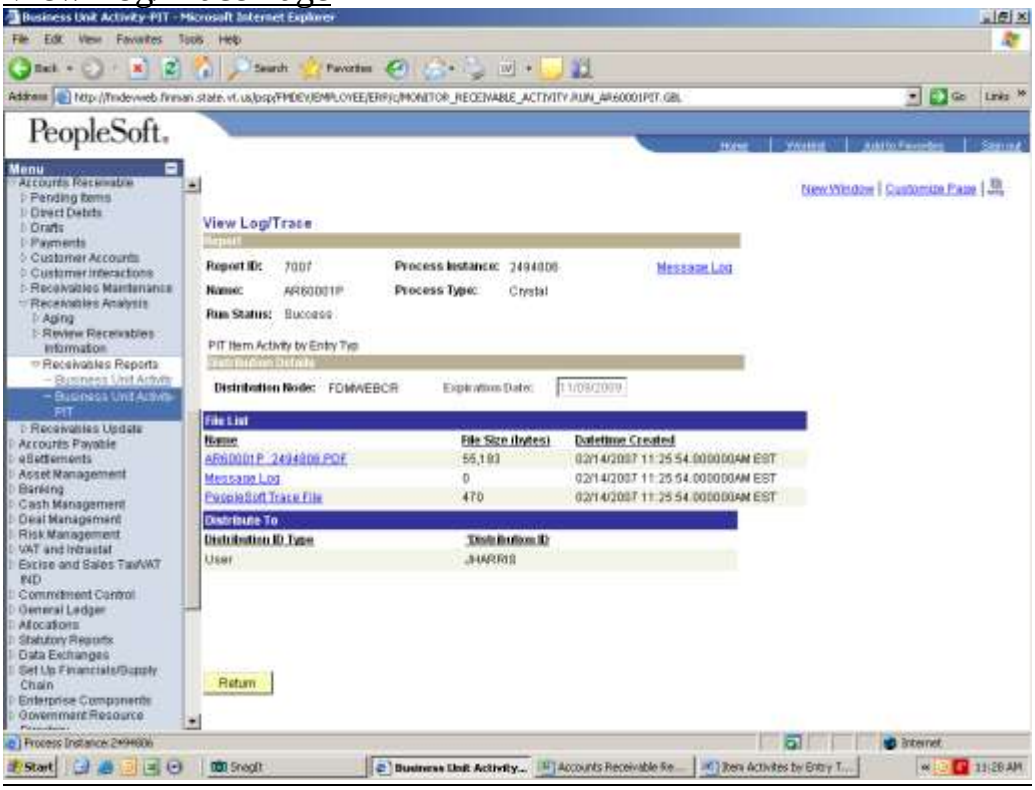
Process Monitor Page



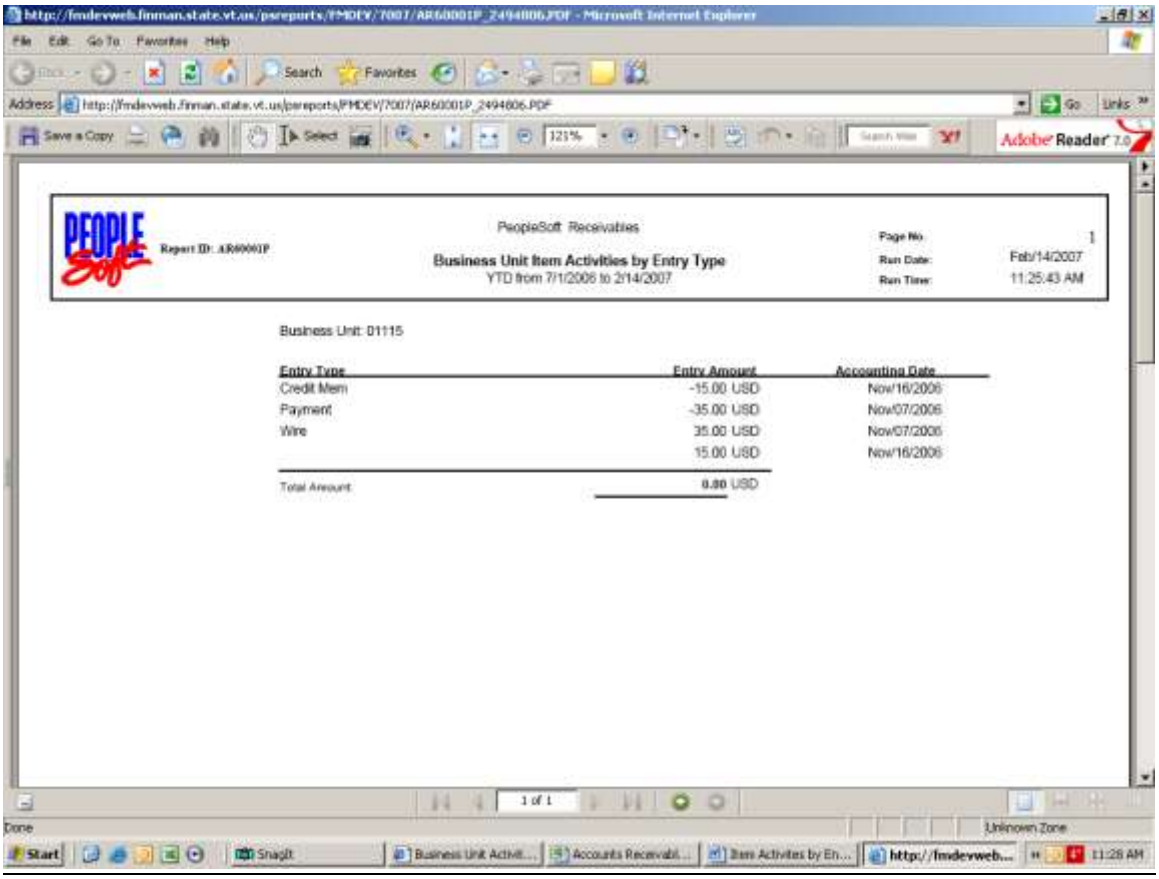
Process Detail Page



View Log/Trace Page



Example of Report Output



PeopleSoft Receivables

Business Unit Item Activities by Entry Type
YTD from 7/1/2006 to 2/14/2007

Page No: 1
Run Date: Feb/14/2007
Run Time: 11:25:43 AM

Business Unit: 01115

Entry Type	Entry Amount	Accounting Date
Credit Mem	-15.00 USD	Nov/16/2006
Payment	-35.00 USD	Nov/07/2006
Wire	35.00 USD	Nov/07/2006
	15.00 USD	Nov/16/2006
Total Amount	0.00 USD	

VISION FINANCIALS

Item Activities by Activity Type/Origin (AR60005PIT)

Report Information

Purpose of the Report

This report shows a summarized picture of business unit activity for a selected date range summarized by activity type, such as billing or cash applied and origin ID, for a specified point in time.

Type of Report

Crystal

Navigations (Path) to the Report

Accounts Receivable > Receivables Analysis > Receivables Reports > Business Unit Activity - PIT

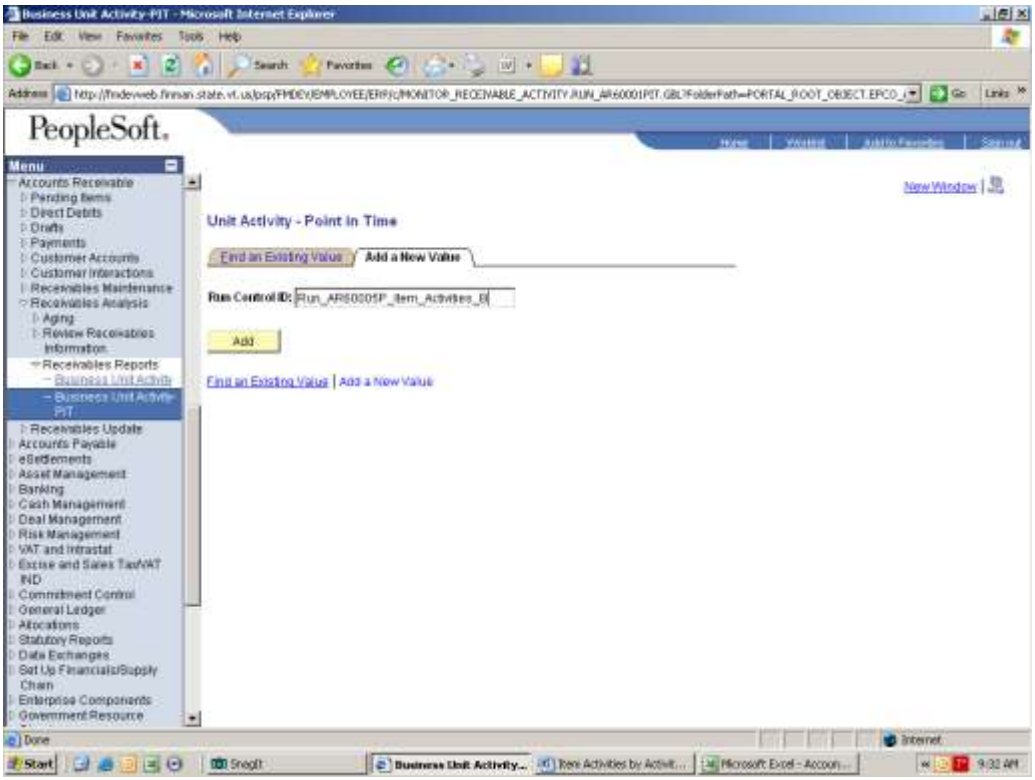
Report Execution Procedure

Run Control Notes:

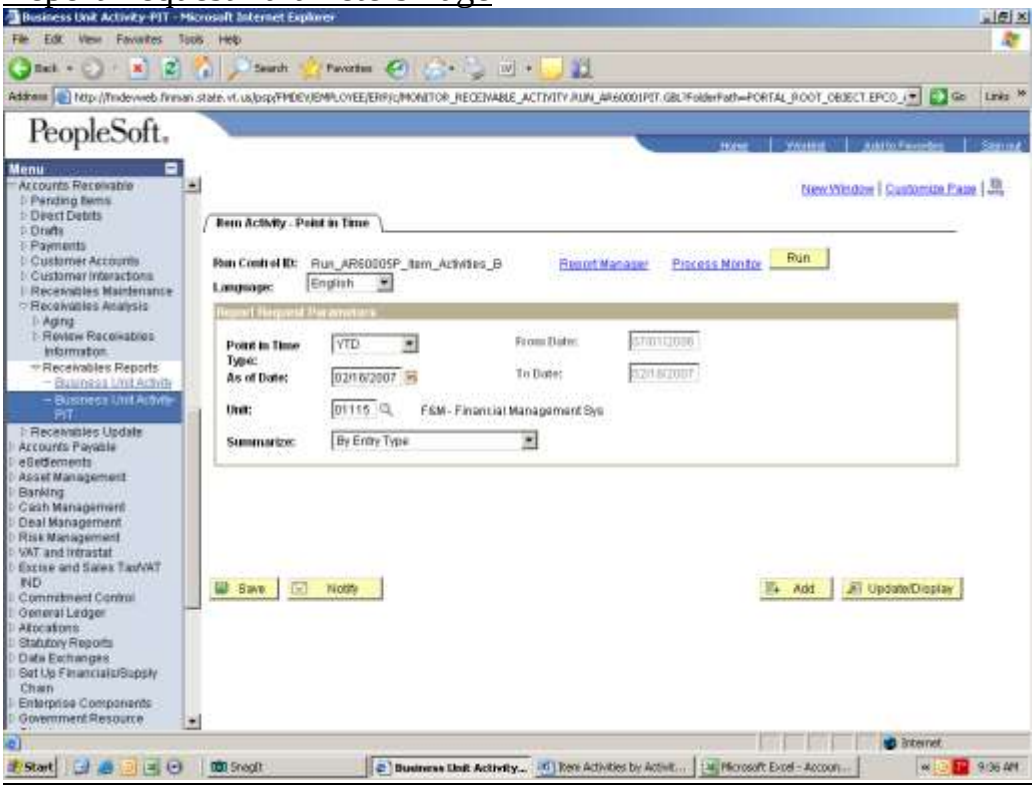
- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR60005P_Item_Activities_B)

Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
Point in Time Type	Select time frame to report on	If range is selected the As of Date box disappears
From Date	Enter desired from date	Click on calendar to select date
To Date	Enter desired to date	Click on calendar to select date
As of Date	Enter As of Date to Report on	Click on calendar to select date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Summarize	Select manner to summarize report	Choose from drop down list
Run	Click the "Run" button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select "PSNTCR"	This is the server for Crystal Reports
Process List	Check box next to "PIT Item Actv – ActvType/Origin	It's Process Name is AR60005P
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
ar60005P #######.PDF	Click this link for the PDF file	This opens the report.

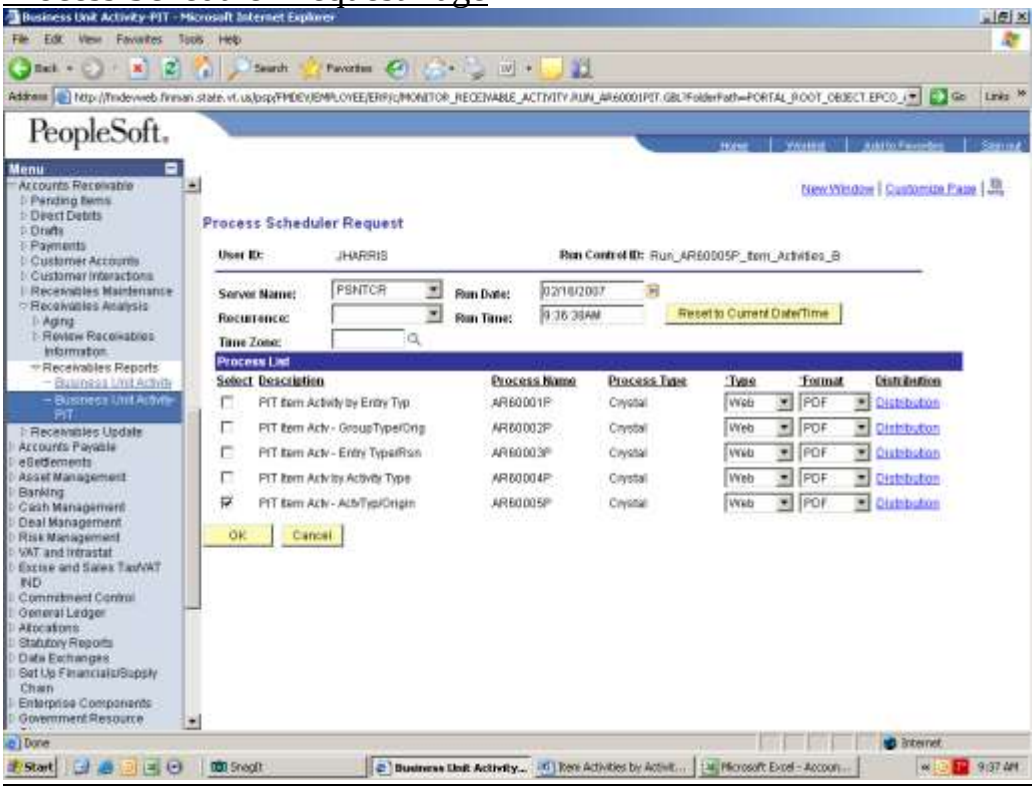
Run Control ID Page



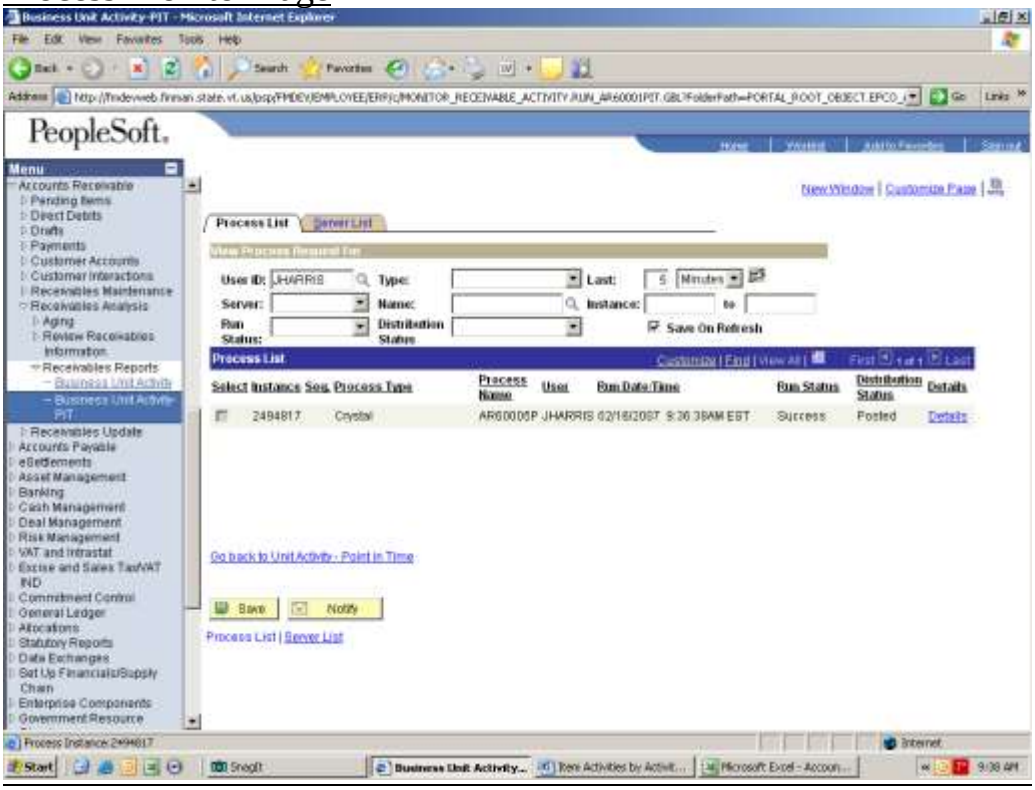
Report Request Parameters Page



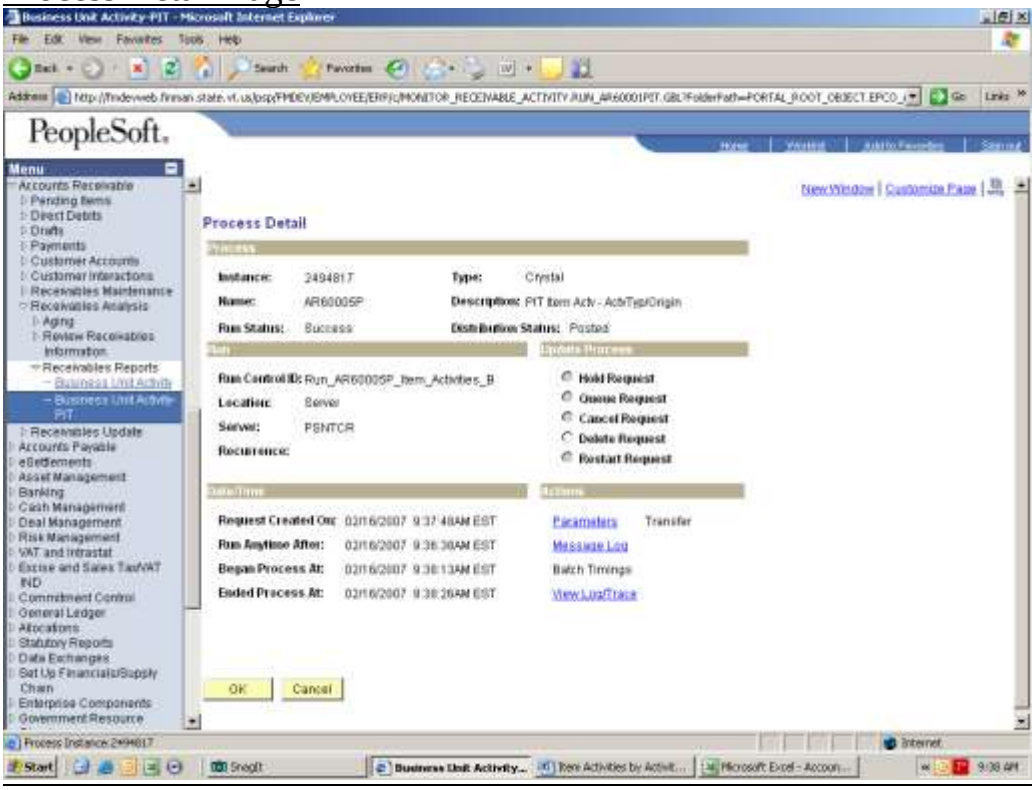
Process Scheduler Request Page



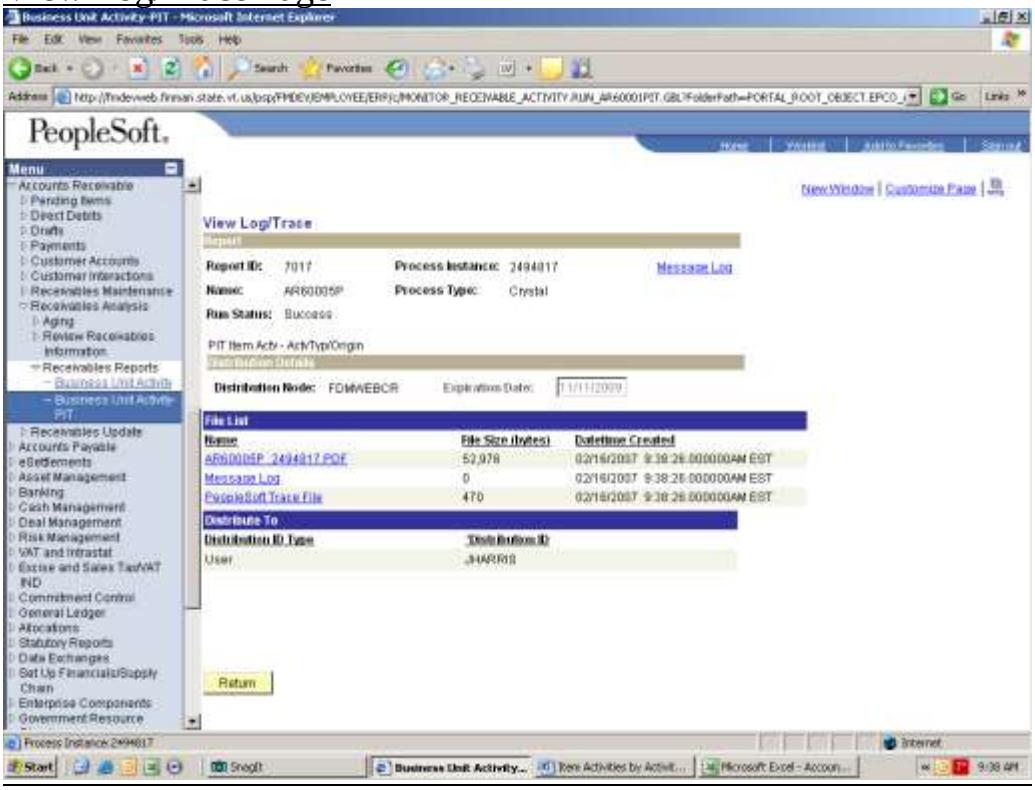
Process Monitor Page



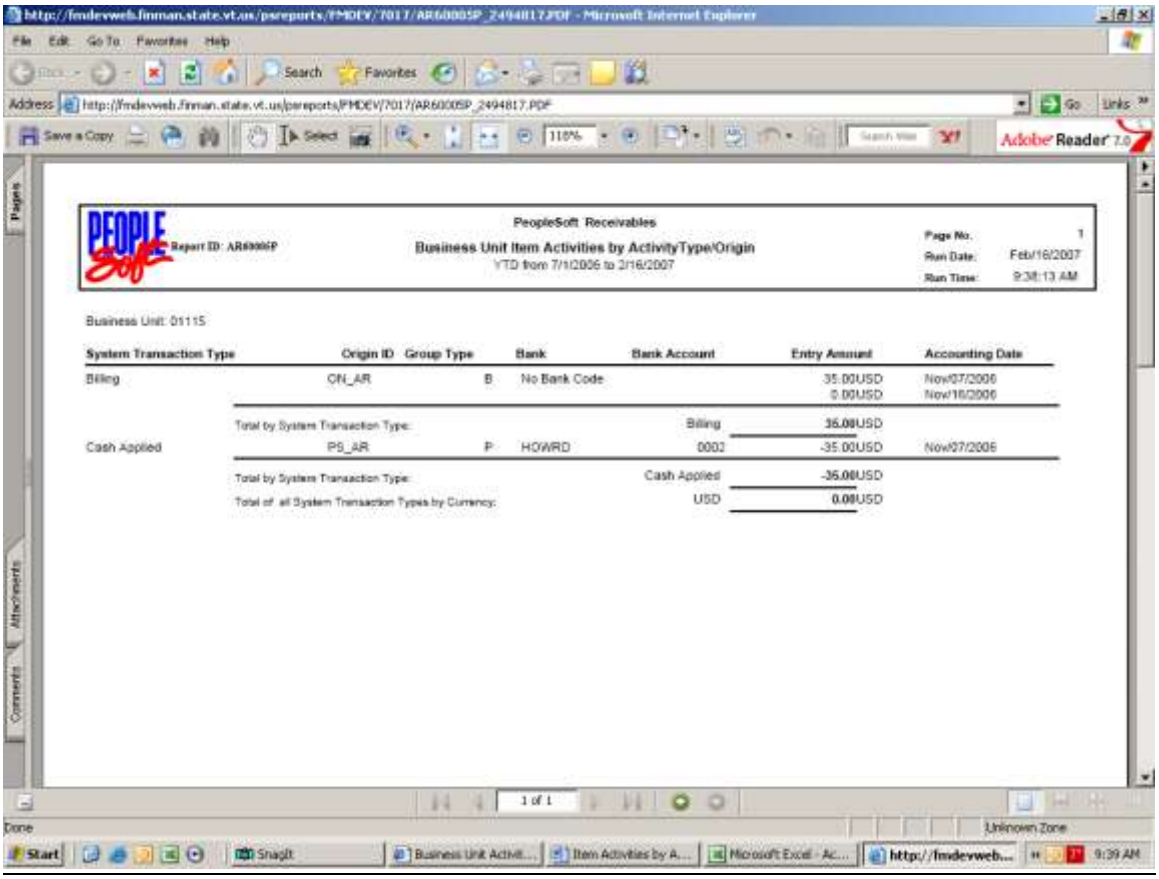
Process Detail Page



View Log/Trace Page



Example of Report Output



PeopleSoft Receivables

Report ID: AR6000SP

Business Unit Item Activities by ActivityType/Origin

YTD from 7/1/2006 to 2/16/2007

Page No. 1
Run Date: Feb/16/2007
Run Time: 9:38:13 AM

Business Unit: 01115

System Transaction Type	Origin ID	Group Type	Bank	Bank Account	Entry Amount	Accounting Date
Billing	ON_AR	B	No Bank Code		35.00USD	Nov/07/2006
					0.00USD	Nov/16/2006
Total by System Transaction Type:				Billing	35.00USD	
Cash Applied	PS_AR	P	HOWRD	0002	-35.00USD	Nov/07/2006
Total by System Transaction Type:				Cash Applied	-35.00USD	
Total of all System Transaction Types by Currency:				USD	0.00USD	

VISION FINANCIALS

Item Activities by Activity Type (AR60004PIT)

Report Information

Purpose of the Report

This report shows a summarized picture of business unit activity for a selected date range summarized by activity type, such as billing or cash applied, for a specified point in time.

Type of Report

Crystal

Navigations (Path) to the Report

Accounts Receivable > Receivables Analysis > Receivables Reports > Business Unit Activity - PIT

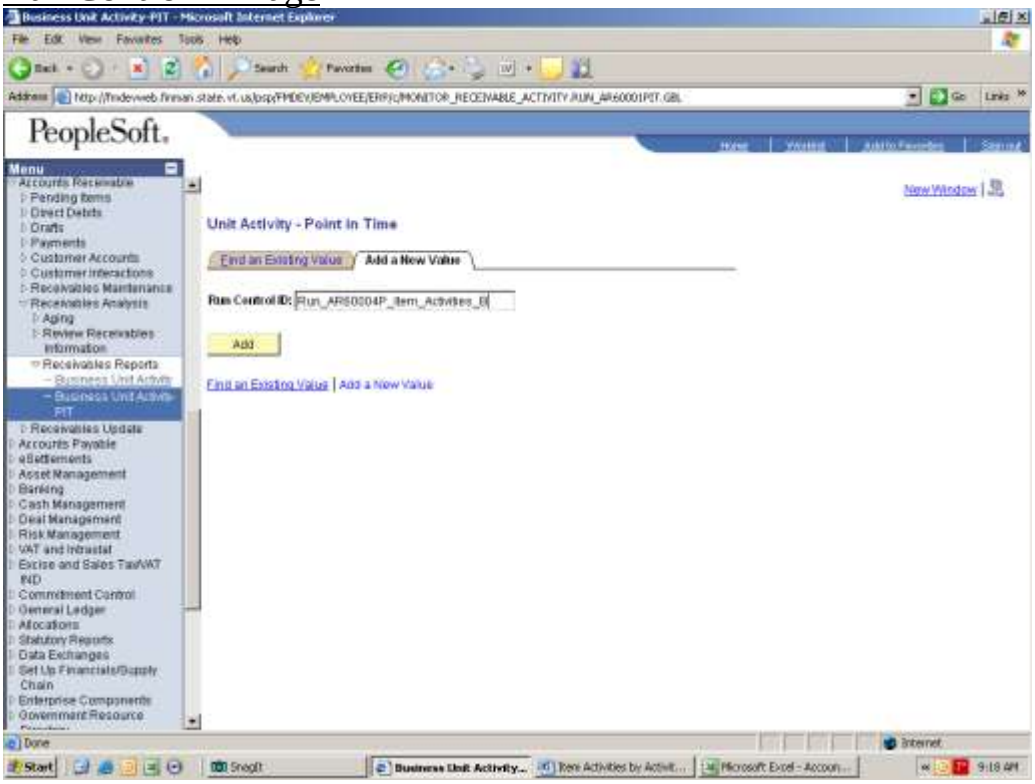
Report Execution Procedure

Run Control Notes:

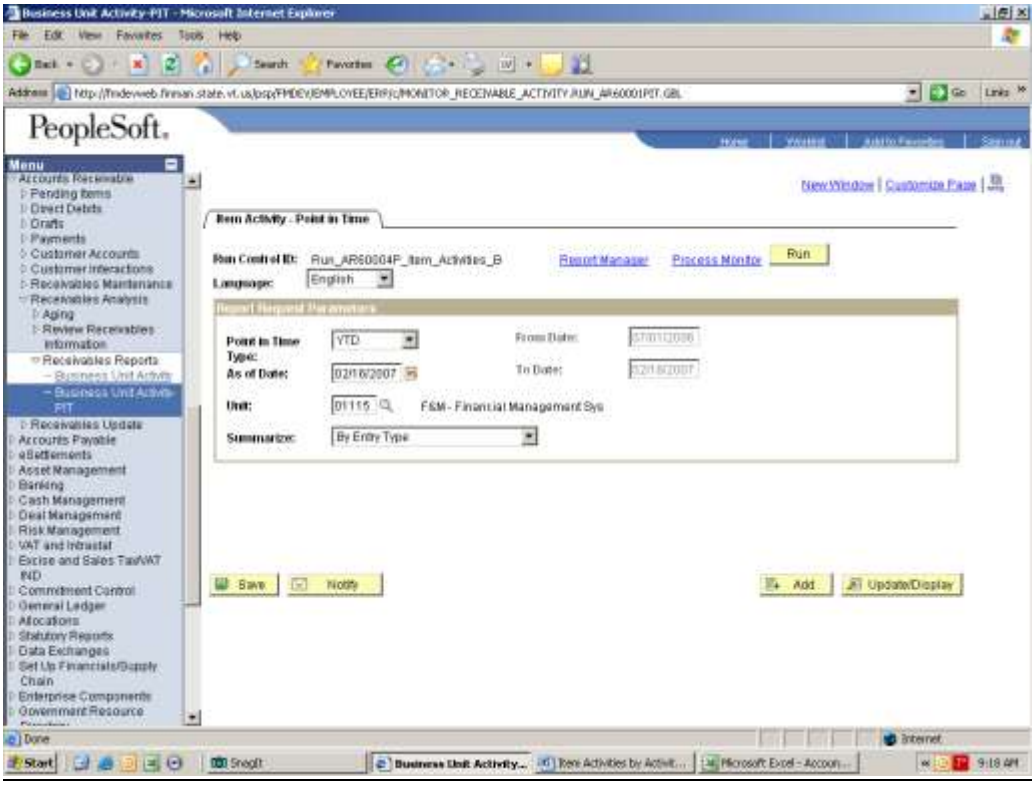
- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR60004P_Item_Activities_B)

Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
Point in Time Type	Select time frame to report on	If range is selected the As of Date box disappears
From Date	Enter desired from date	Click on calendar to select date
To Date	Enter desired to date	Click on calendar to select date
As of Date	Enter As of Date to Report on	Click on calendar to select date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Summarize	Select manner to summarize report	Choose from drop down list
Run	Click the "Run" button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select "PSNTCR"	This is the server for Crystal Reports
Process List	Check box next to "PIT Item Actv by Activity Type	It's Process Name is AR60004P
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
ar60004P #######.PDF	Click this link for the PDF file	This opens the report.

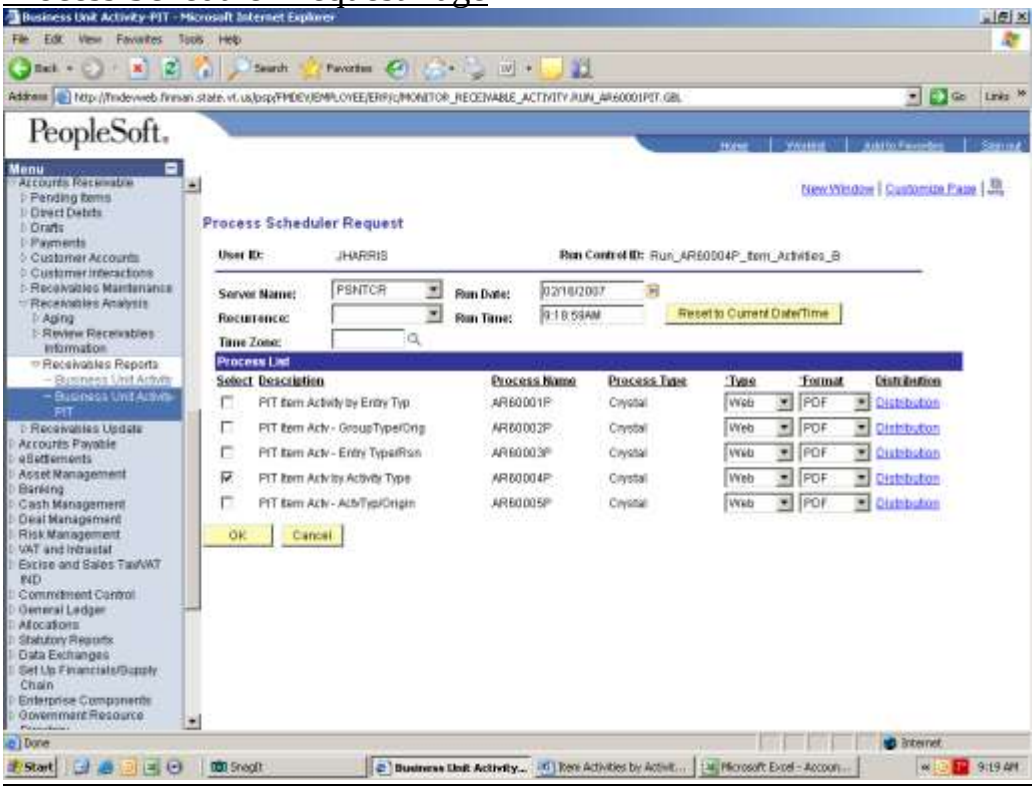
Run Control ID Page



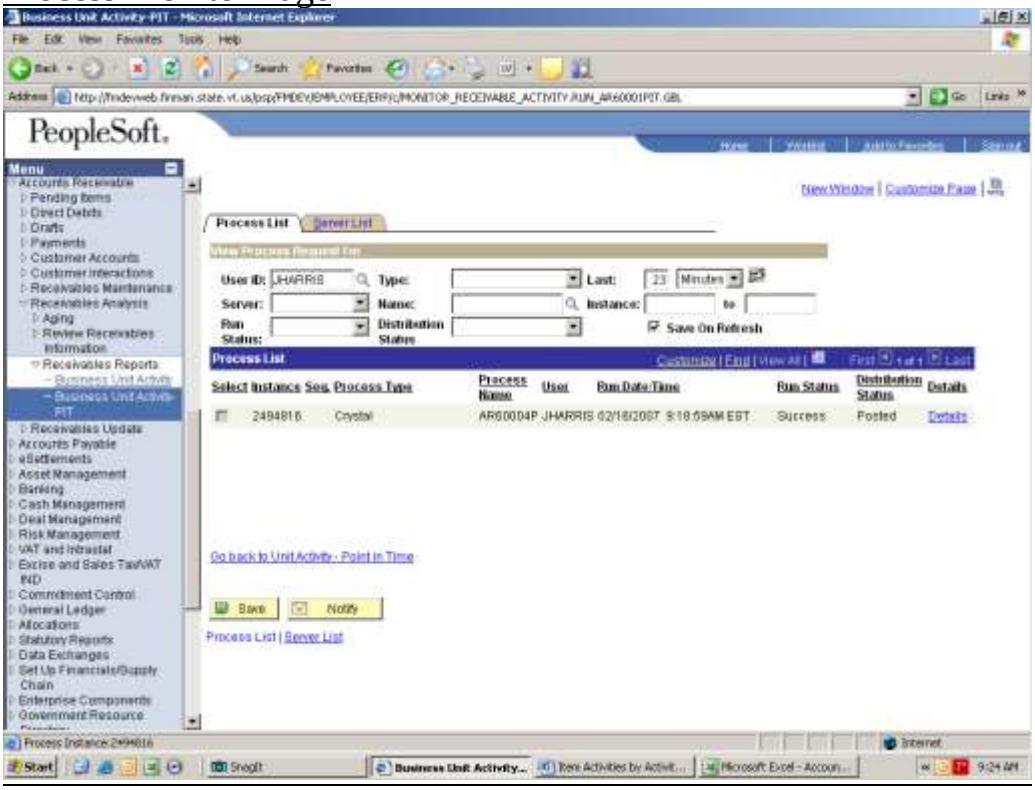
Report Request Parameters Page



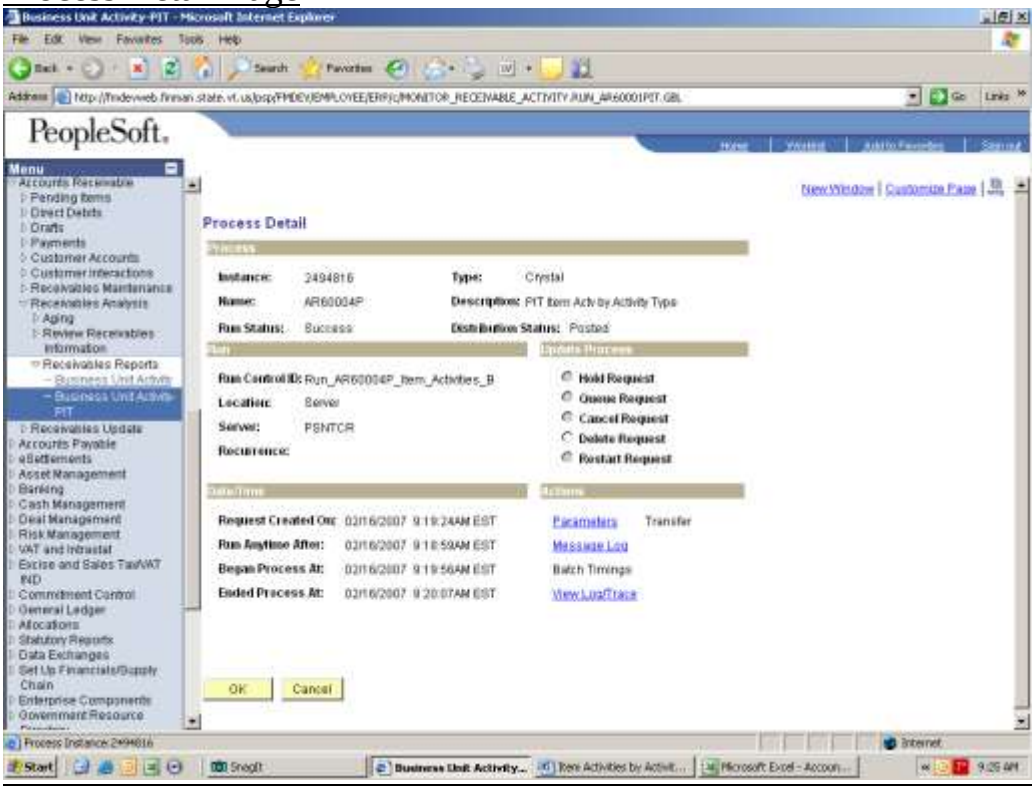
Process Scheduler Request Page



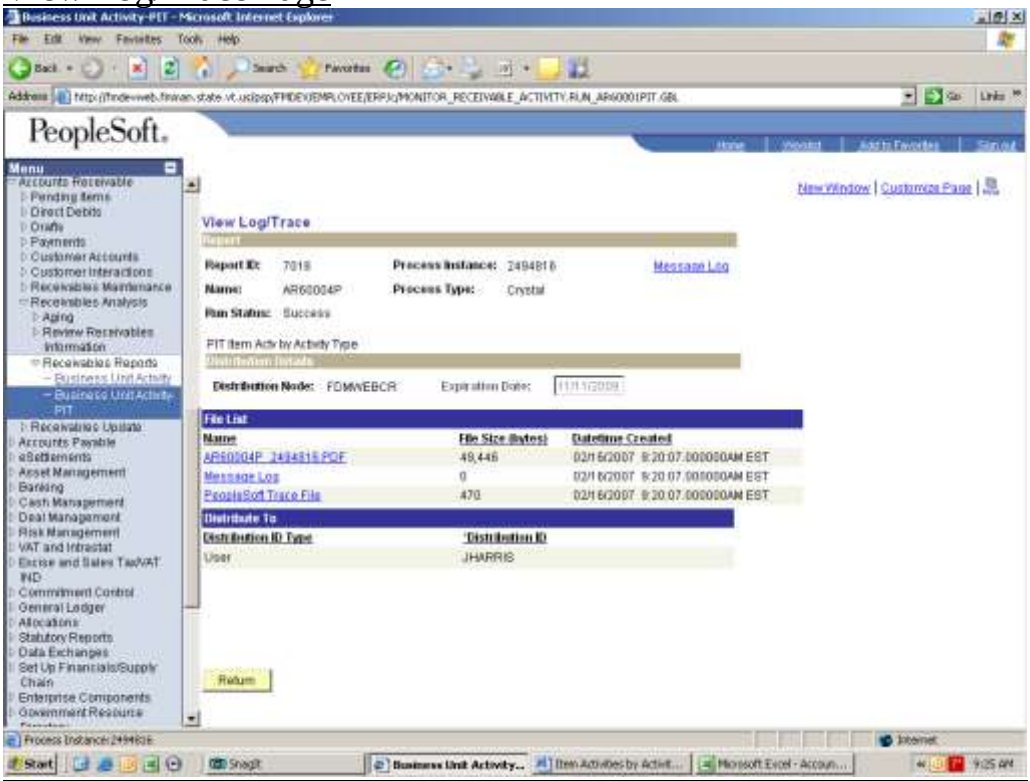
Process Monitor Page



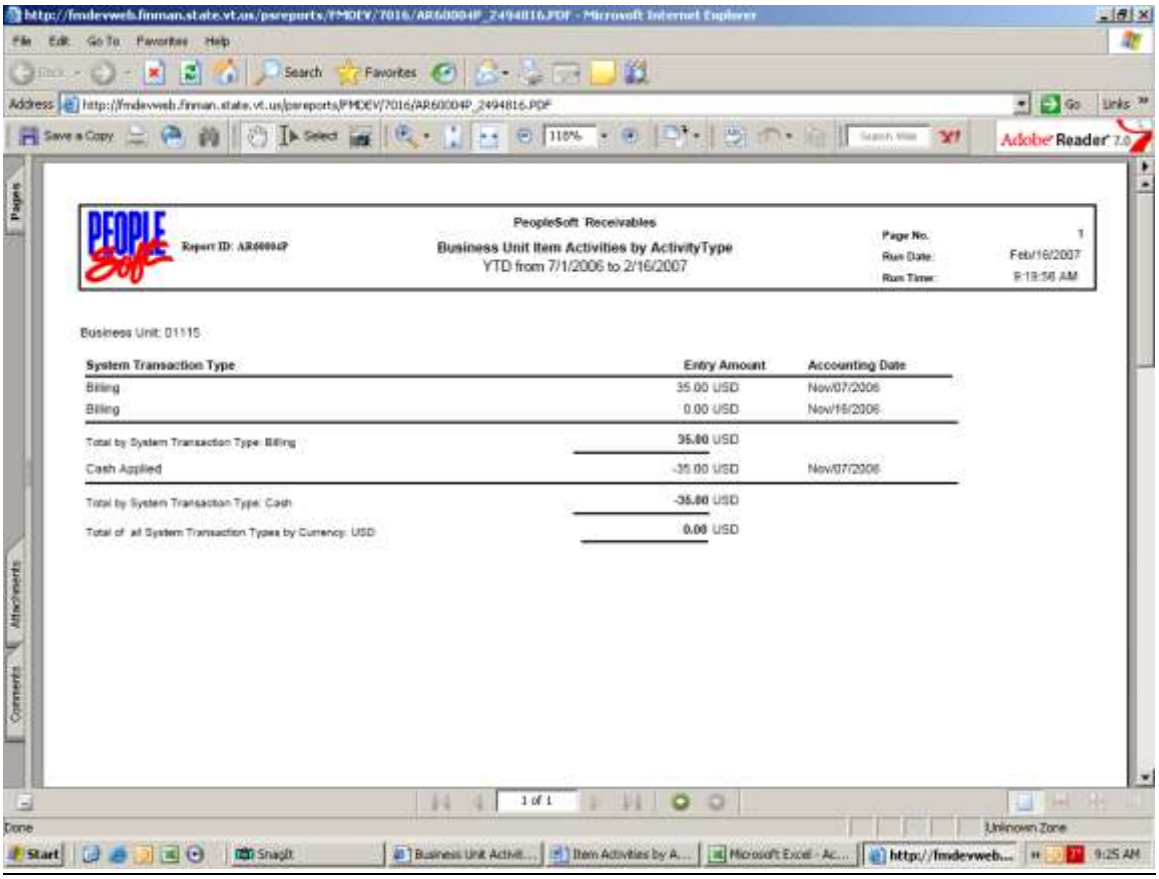
Process Detail Page



View Log/Trace Page



Example of Report Output



PeopleSoft Receivables

Report ID: AR60004P

Business Unit Item Activities by ActivityType

YTD from 7/1/2006 to 2/16/2007

Page No. 1
Run Date Feb/16/2007
Run Time 9:19:56 AM

Business Unit: 01115

System Transaction Type	Entry Amount	Accounting Date
Billing	35.00 USD	Nov/07/2006
Billing	0.00 USD	Nov/16/2006
Total by System Transaction Type: Billing	35.00 USD	
Cash Applied	-35.00 USD	Nov/07/2006
Total by System Transaction Type: Cash	-35.00 USD	
Total of all System Transaction Types by Currency: USD	0.00 USD	

VISION FINANCIALS

Item Detail (AR11003)

Report Information

Purpose of the Report

This report shows item detail by line item, accounting date, entry type, description, terms, due date and amount.

Type of Report

SQR

Navigation (Path) to the Report

Accounts Receivable > Pending Items > Reports > Item Detail

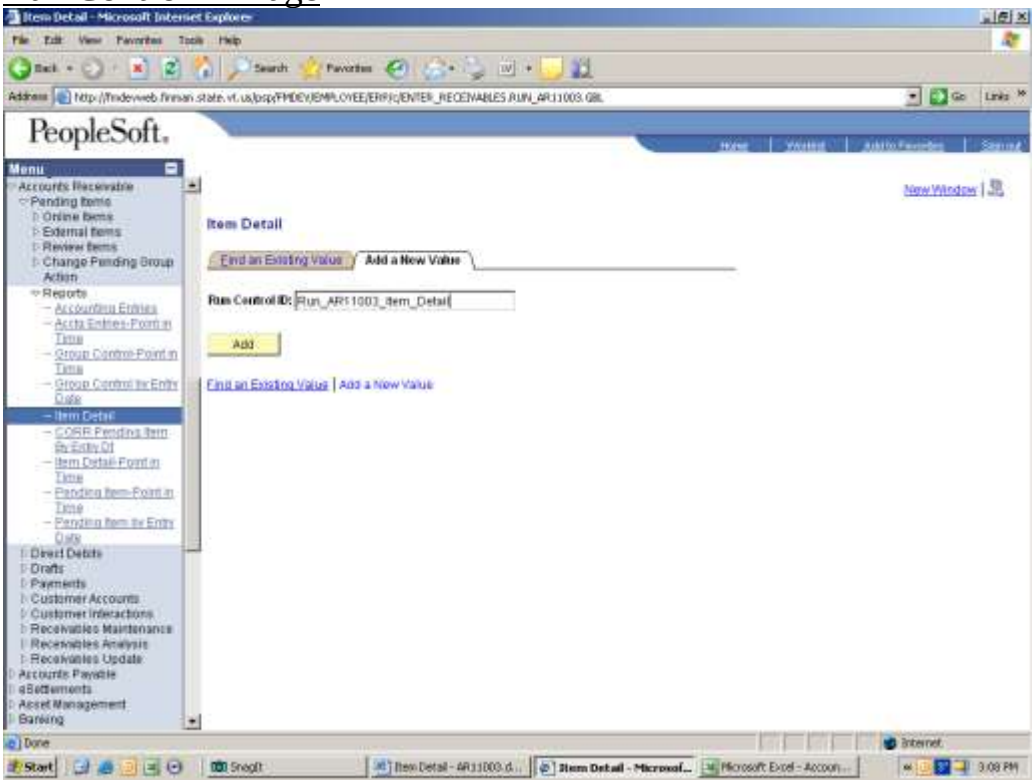
Report Execution Procedure

Run Control Notes:

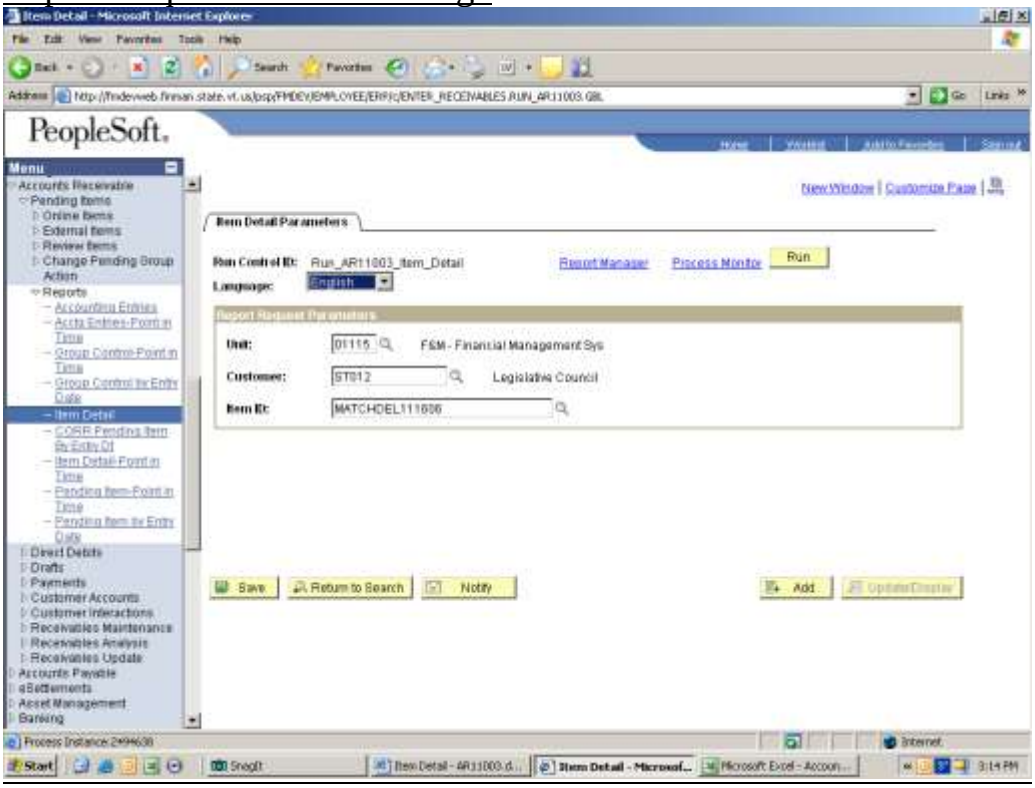
- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR11003_Item_Detail)

Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
Unit	Enter Business Unit to report on	Click on magnifying glass to lookup Business Unit
Customer	Enter Customer ID to report on	Click on magnifying glass to lookup Customer ID
Item ID	Enter Item ID to report on	Click on magnifying glass to lookup Item ID
Run	Click the "Run" button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select "PSUNX"	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar11002 #######.PDF	Click this link for the PDF file	This opens the report.

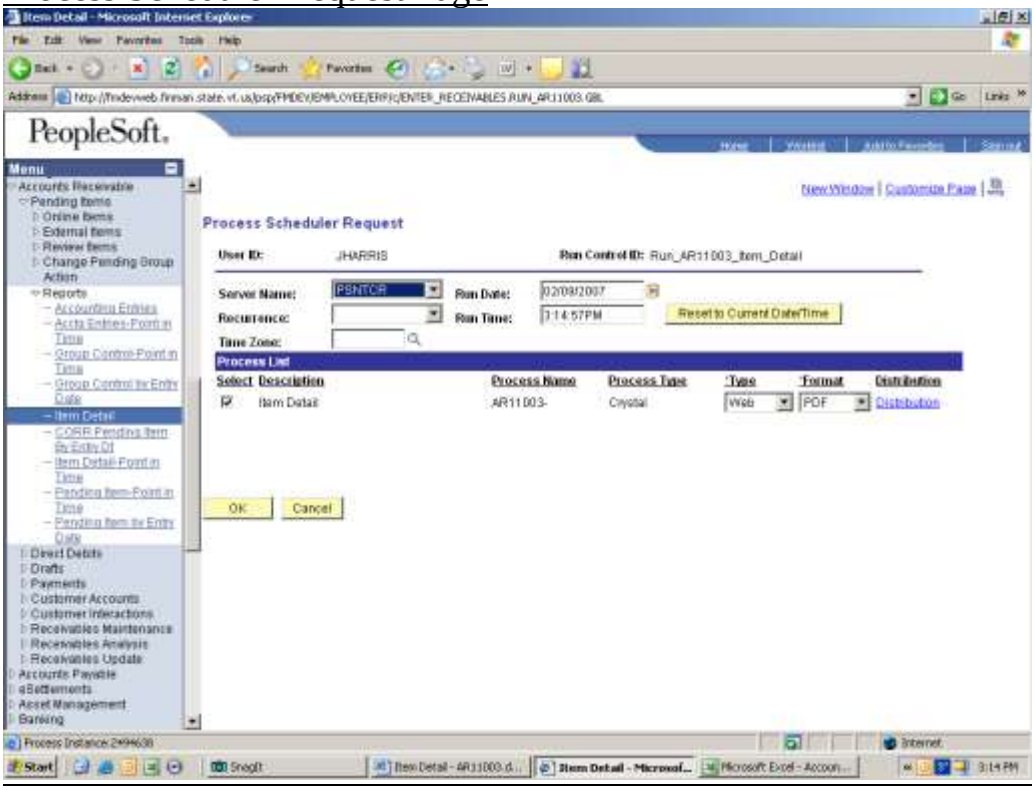
Run Control ID Page



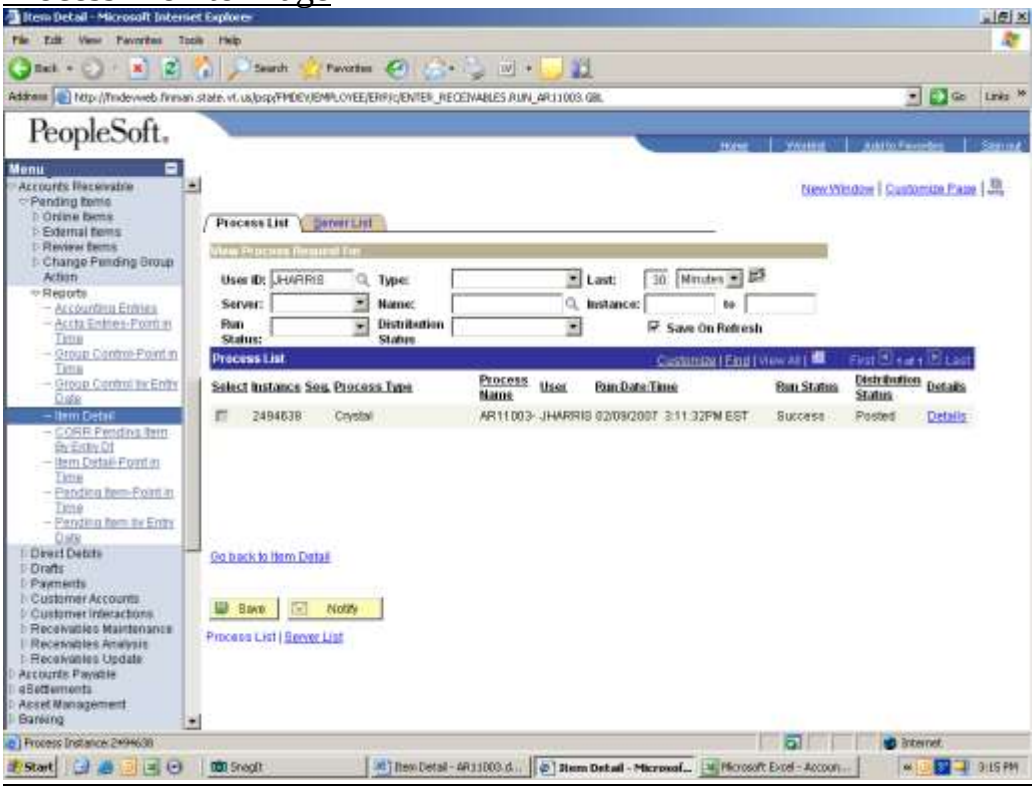
Report Request Parameters Page



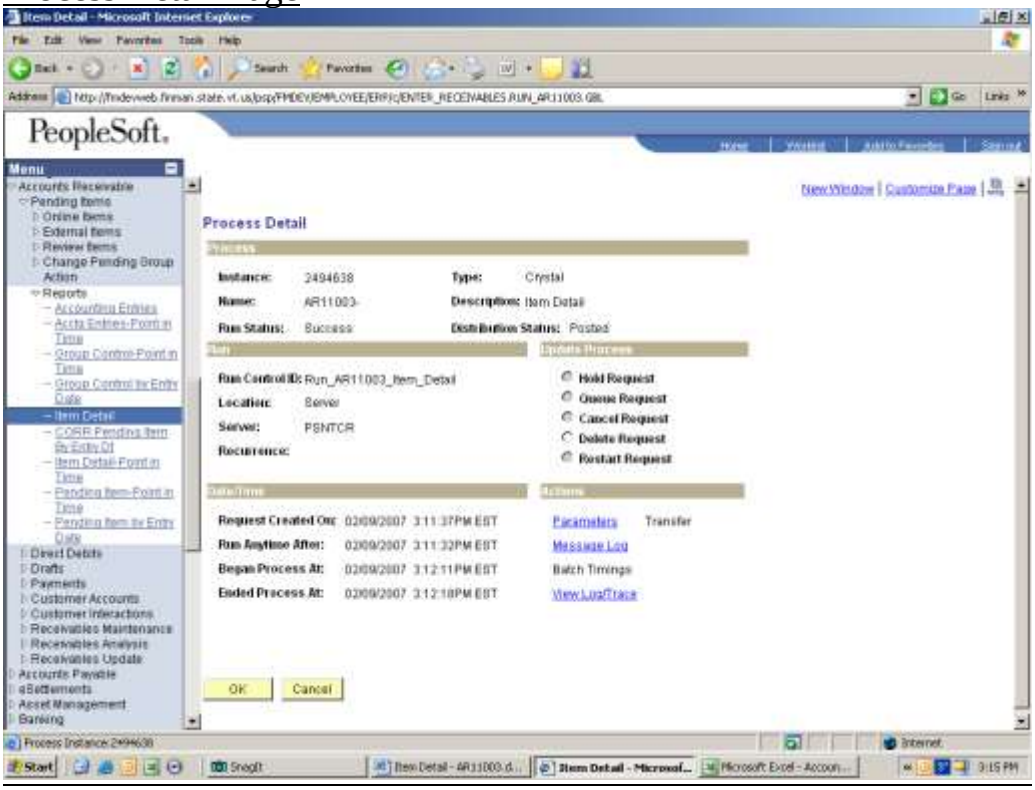
Process Scheduler Request Page



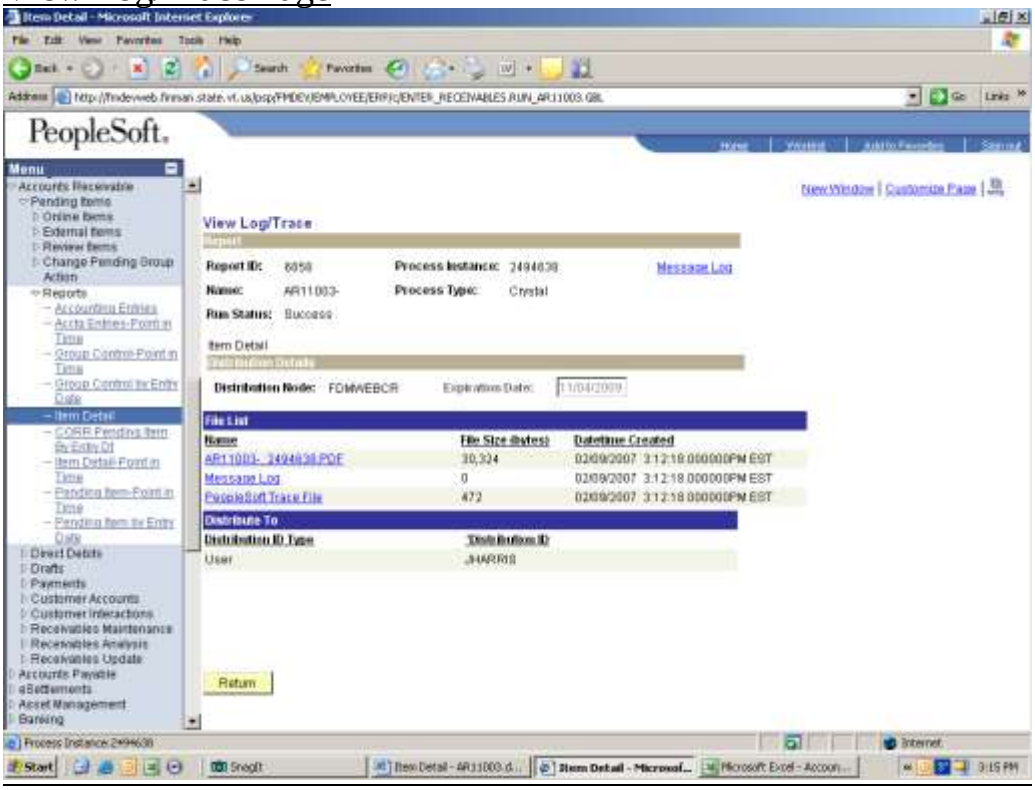
Process Monitor Page



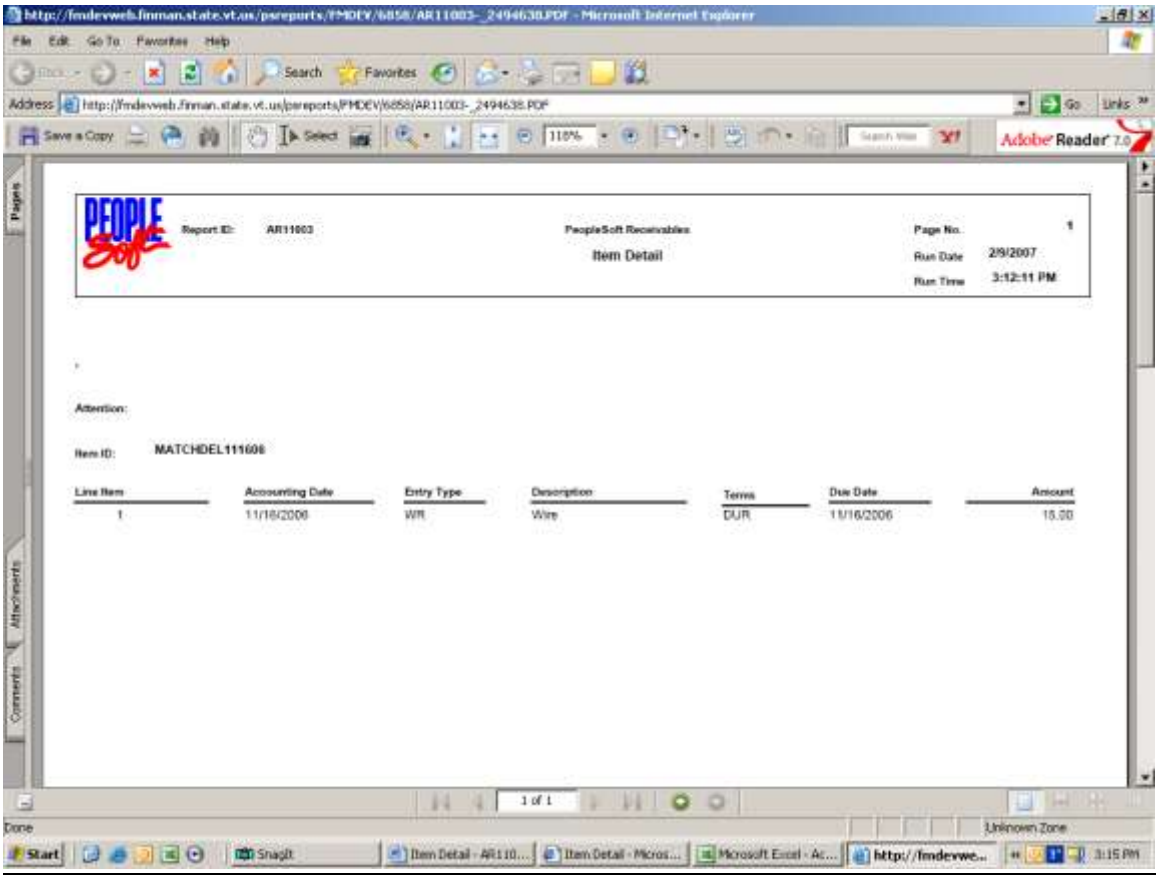
Process Detail Page



View Log/Trace Page



Example of Report Output



VISION FINANCIALS

Item Entry Type (AR01004)

Report Information

Purpose of the Report

This report lists valid automatic entry information as of a specified effective date.

Type of Report

SQR

Navigation (Path) to the Report

Set Up Financials/Supply Chain > Product Related > Receivables > Reports > Item Entry Type

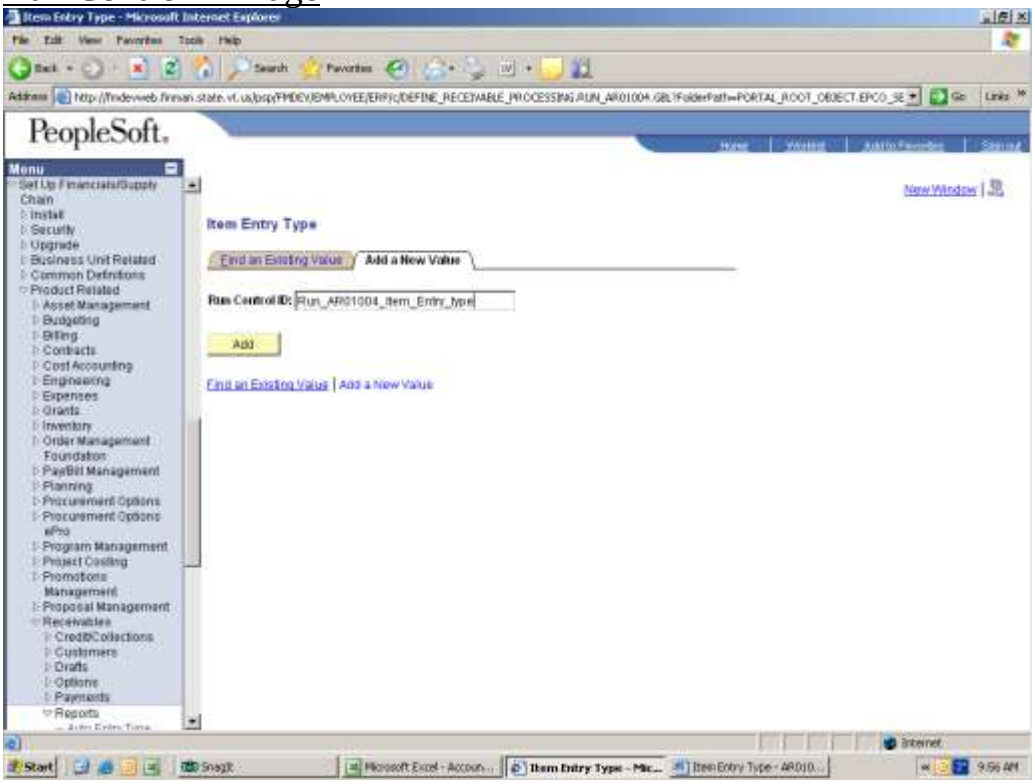
Report Execution Procedure

Run Control Notes:

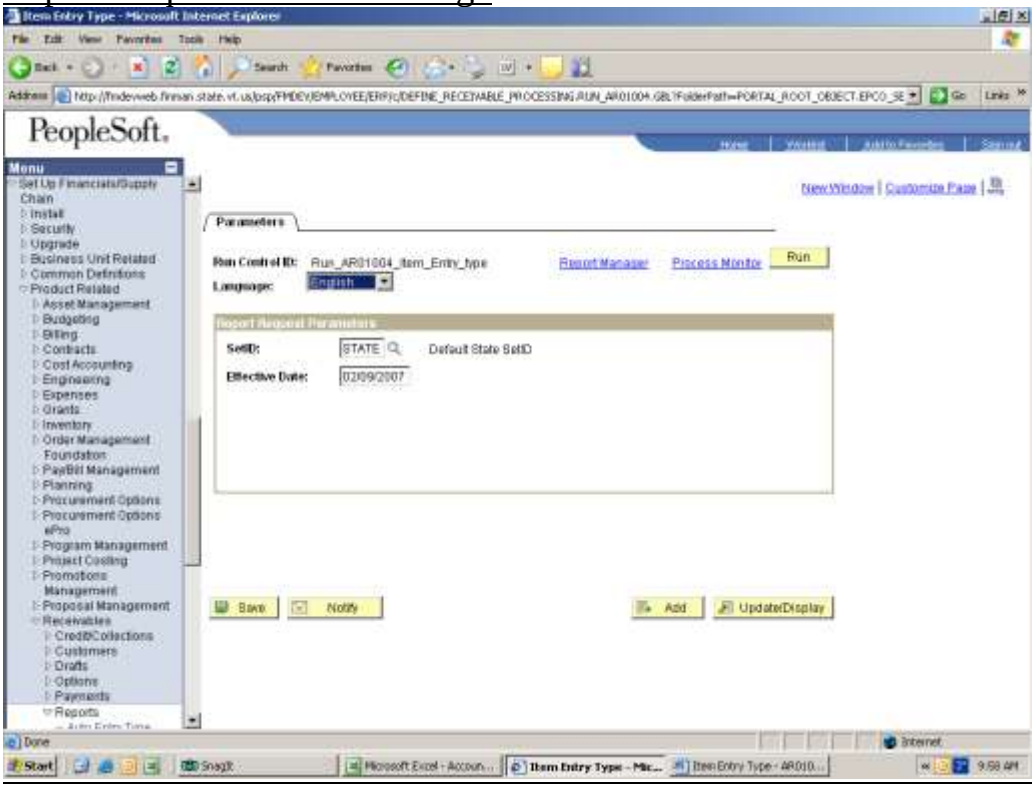
- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR01004_Item_Entry_Type)

Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
SetID	Enter desired SetID	Click on magnifying glass to lookup value
Effective Date	Enter specific date	
Run	Click the "Run" button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select "PSUNX"	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar01004 #######.PDF	Click this link for the PDF file	This opens the report.

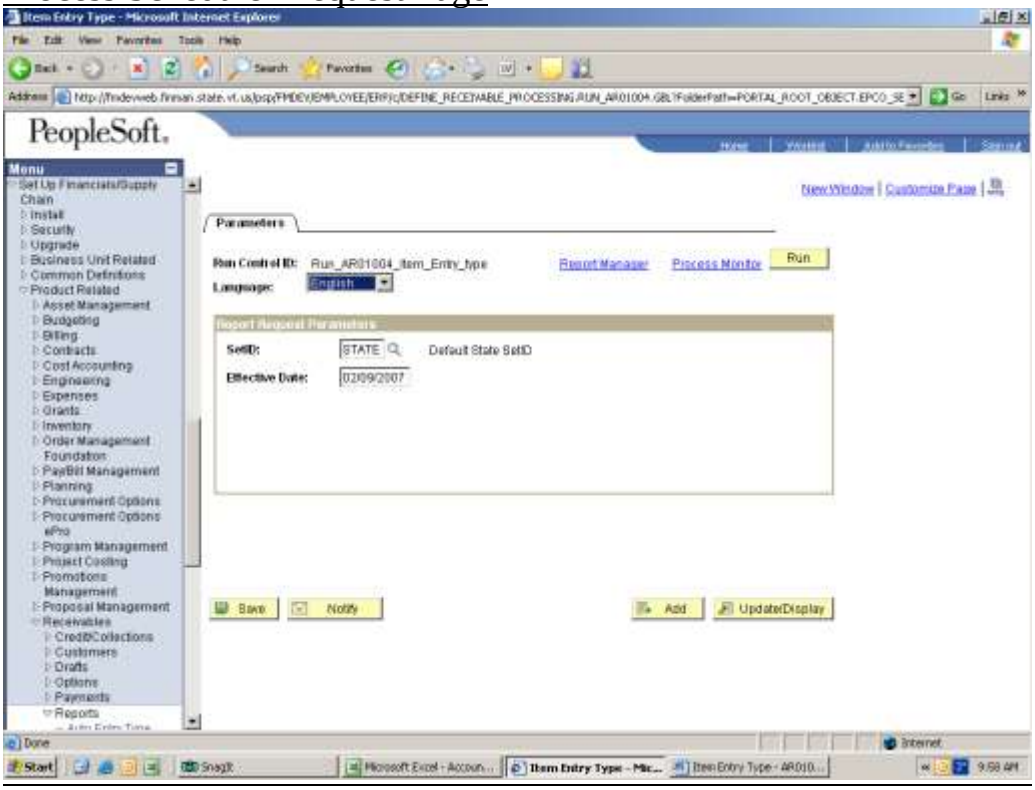
Run Control ID Page



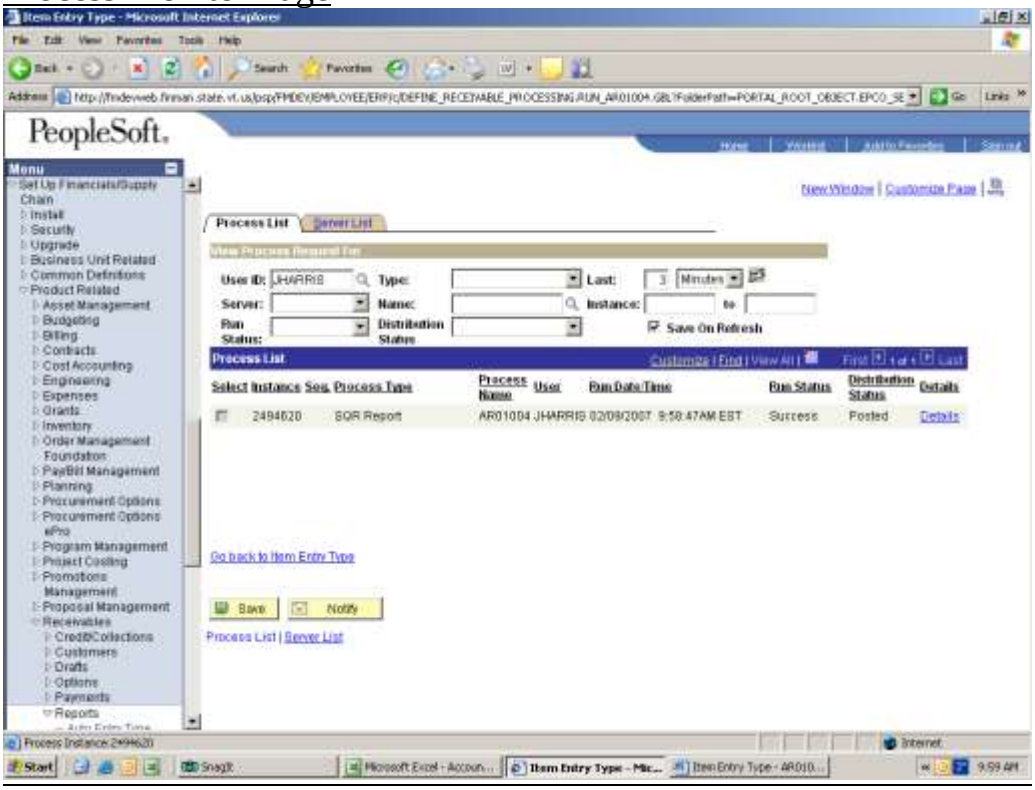
Report Request Parameters Page



Process Scheduler Request Page

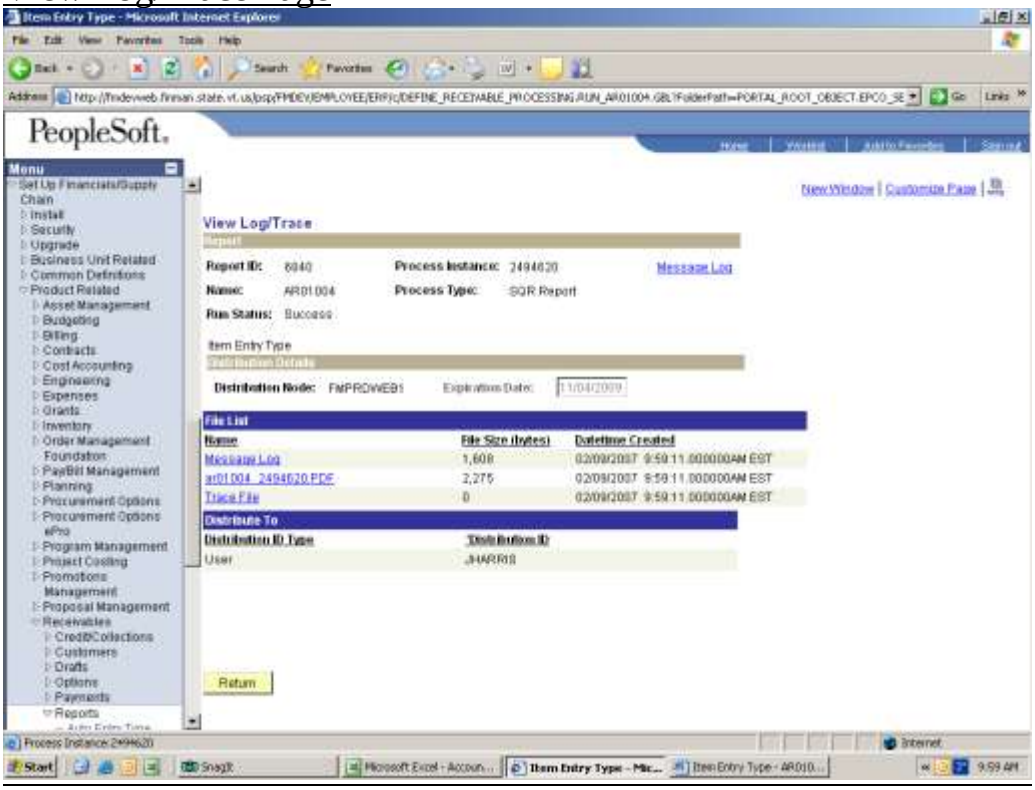


Process Monitor Page

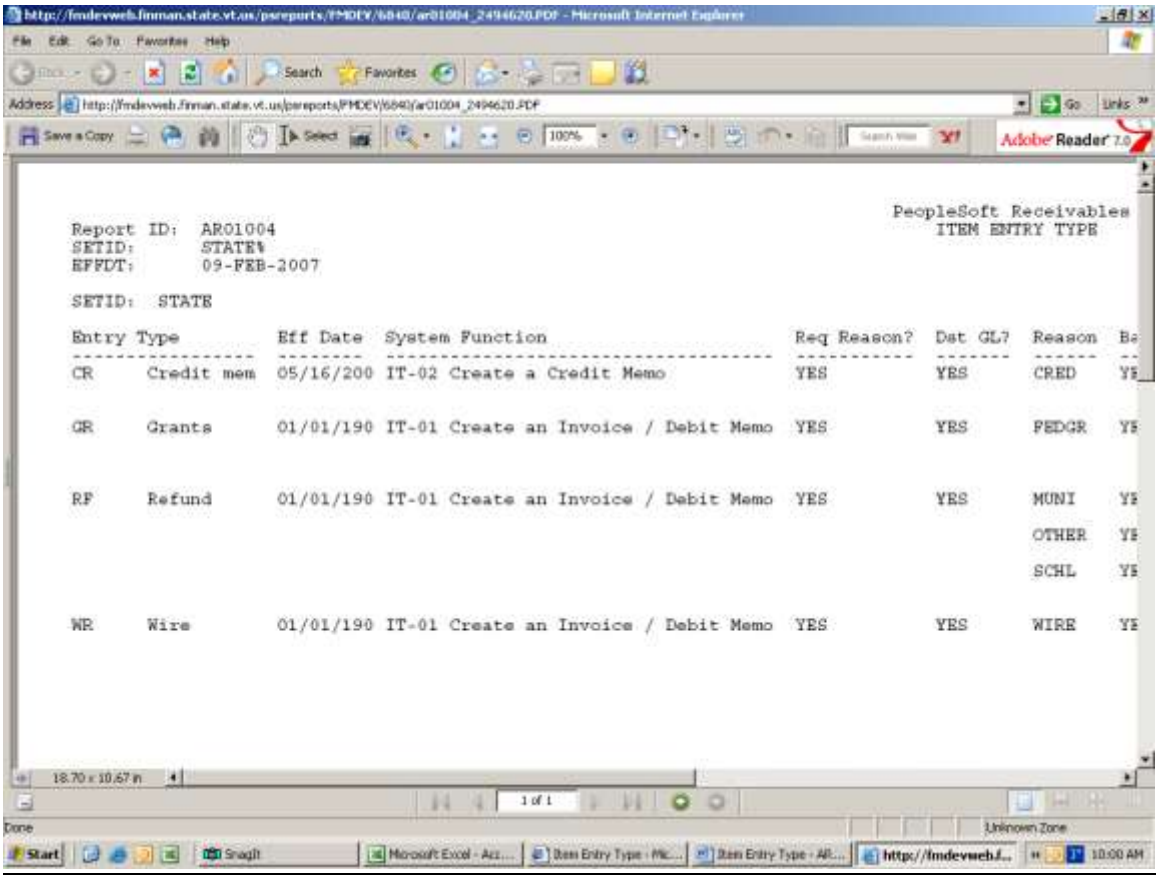


Process Detail Page

View Log/Trace Page



Example of Report Output



PeopleSoft Receivables
ITEM ENTRY TYPE

Report ID: AR01004
SETID: STATE%
EFFDT: 09-FEB-2007

SETID: STATE

Entry Type		Eff Date	System Function	Req Reason?	Dst GL?	Reason	Ba
CR	Credit mem	05/16/200	IT-02 Create a Credit Memo	YES	YES	CRED	YE
GR	Grants	01/01/190	IT-01 Create an Invoice / Debit Memo	YES	YES	PEDGR	YE
RF	Refund	01/01/190	IT-01 Create an Invoice / Debit Memo	YES	YES	MUNI	YE
						OTHER	YE
						SCHL	YE
WR	Wire	01/01/190	IT-01 Create an Invoice / Debit Memo	YES	YES	WIRE	YE

VISION FINANCIALS

Open Item Statement (AR32000)

Report Information

Purpose of the Report

This report lists all open items for the customer, the total amount open and an aging of open items.

Type of Report

Crystal

Navigation (Path) to the Report Creation

Accounts Receivable > Customer Interactions > Statements > Create Customer Statements

Navigation (Path) to the Report

Accounts Receivable > Customer Interactions > Statements > Print Statements

Report Execution Procedure

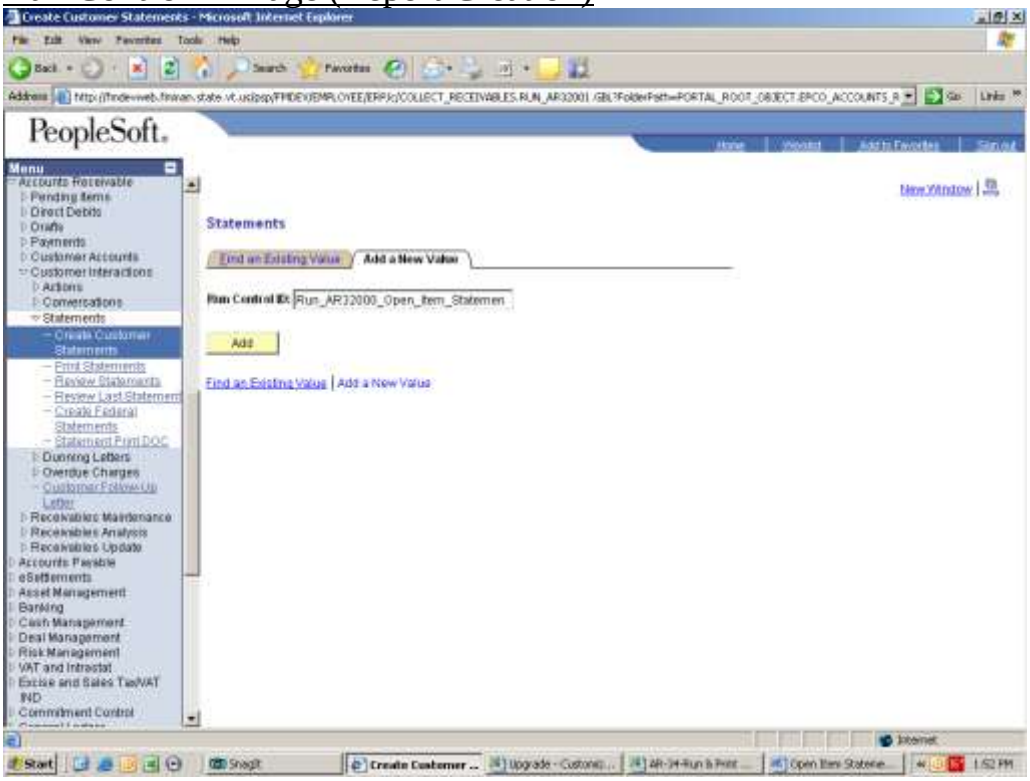
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR32000_Open_Item_Statemen)

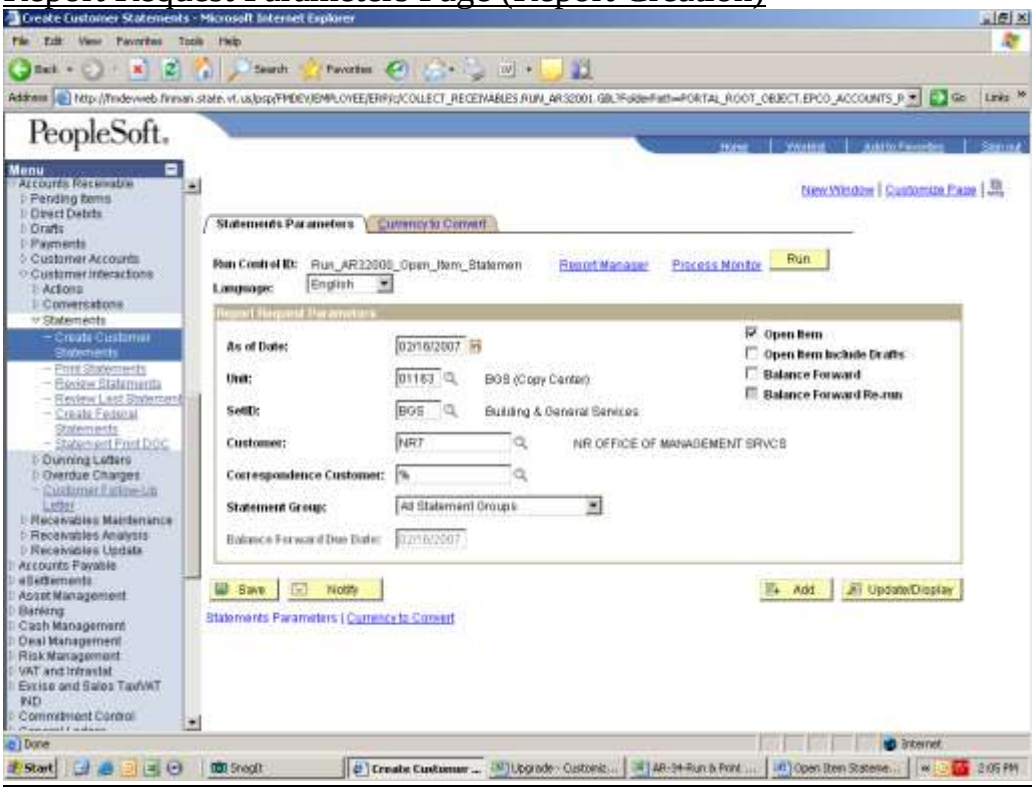
Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
Report Creation Steps (use navigation for report creation above):		
As of Date	Enter desired As of Date	Click calendar to select As of Date
Unit	Enter desired Unit	Click magnifying glass to lookup Unit
SetID	Enter desired SetID	Click magnifying glass to lookup SetID
Customer	Enter desired Customer	Click magnifying glass to lookup Customer
Correspondence Customer	Enter desired Correspondence Customer	Click magnifying glass to lookup Correspondence Customer
Statement Group	Select desired Statement Group	Choose Statement Group from drop down list
Open Item	Check this box	
Open Item Include Drafts	Check this box if desired	
Balance Forward	Uncheck this box	This will gray out the Balance Forward Due Date and Balance Forward Re-run
Run	Click the "Run" button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select "PSUNX"	This is the server for SQR Reports
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report • Click refresh until the Run Status displays "success" and the Distribution Status displays "posted"
Report Steps (use navigation for report from above):		

Report Steps		see screenshot below
Run	Click the “Run” button	Warning page loads warning to process report immediately so as to not lose any data
Ok	Click the “Ok” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Process List	Select “Customer Statement Print”	It’s Process Name is AR32000-
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar32000 #######.PDF	Click this link for the PDF file	This opens the report.

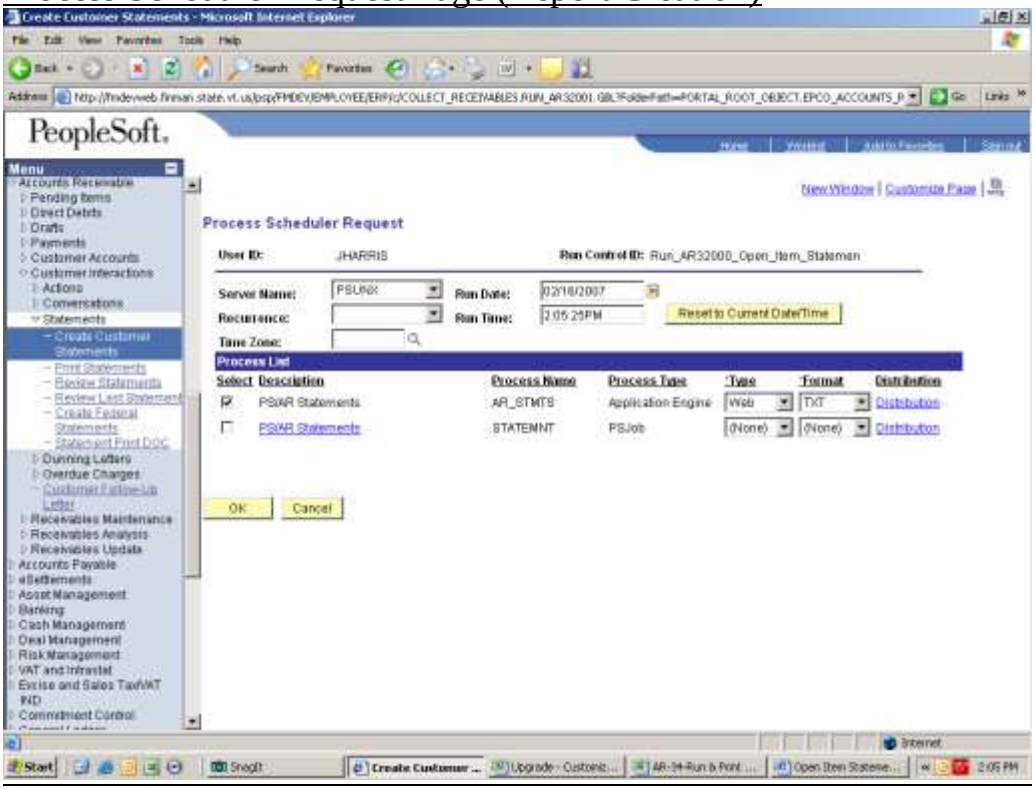
Run Control ID Page (Report Creation)



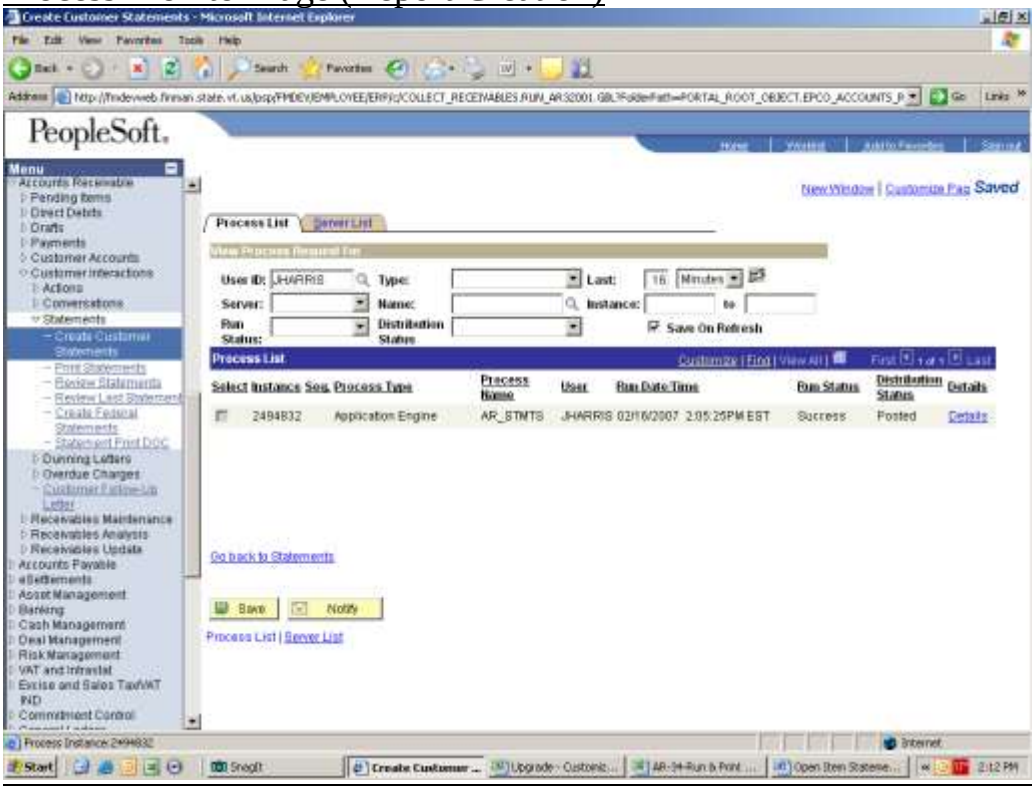
Report Request Parameters Page (Report Creation)



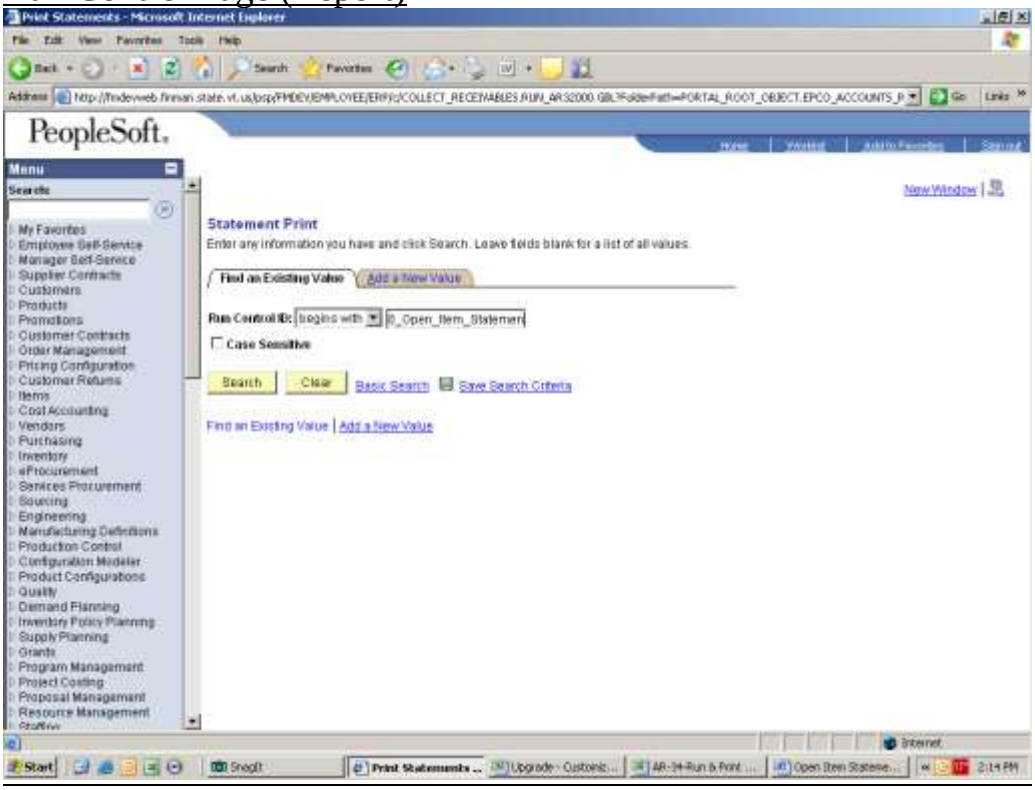
Process Scheduler Request Page (Report Creation)



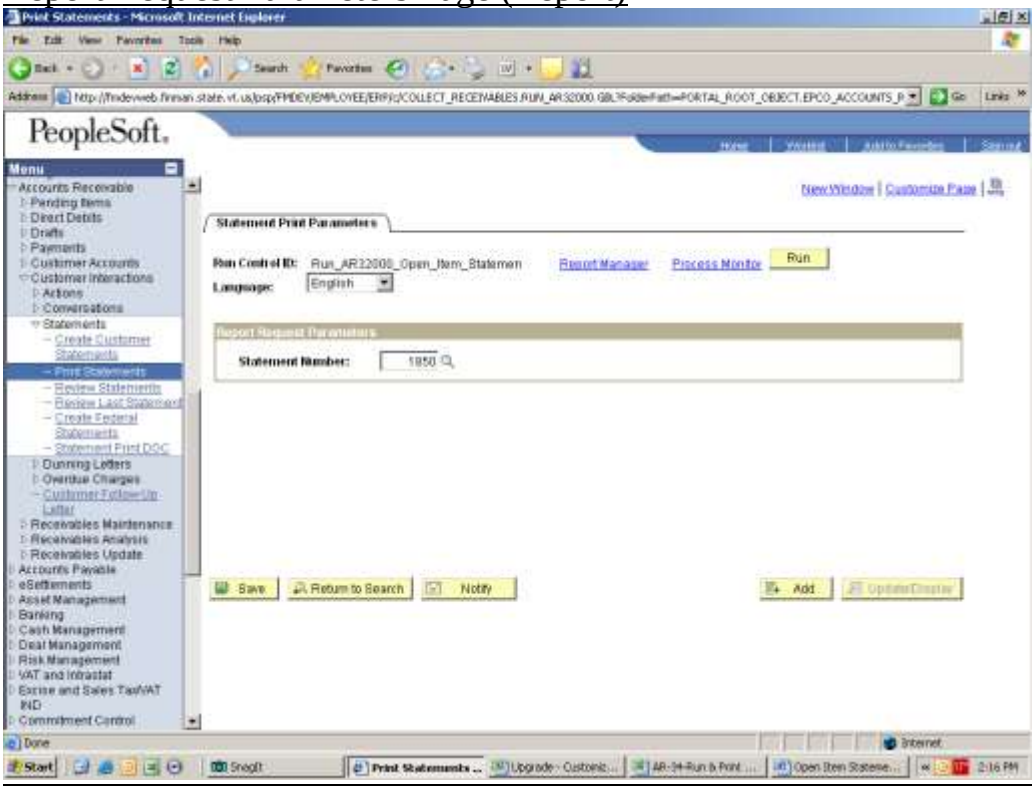
Process Monitor Page (Report Creation)



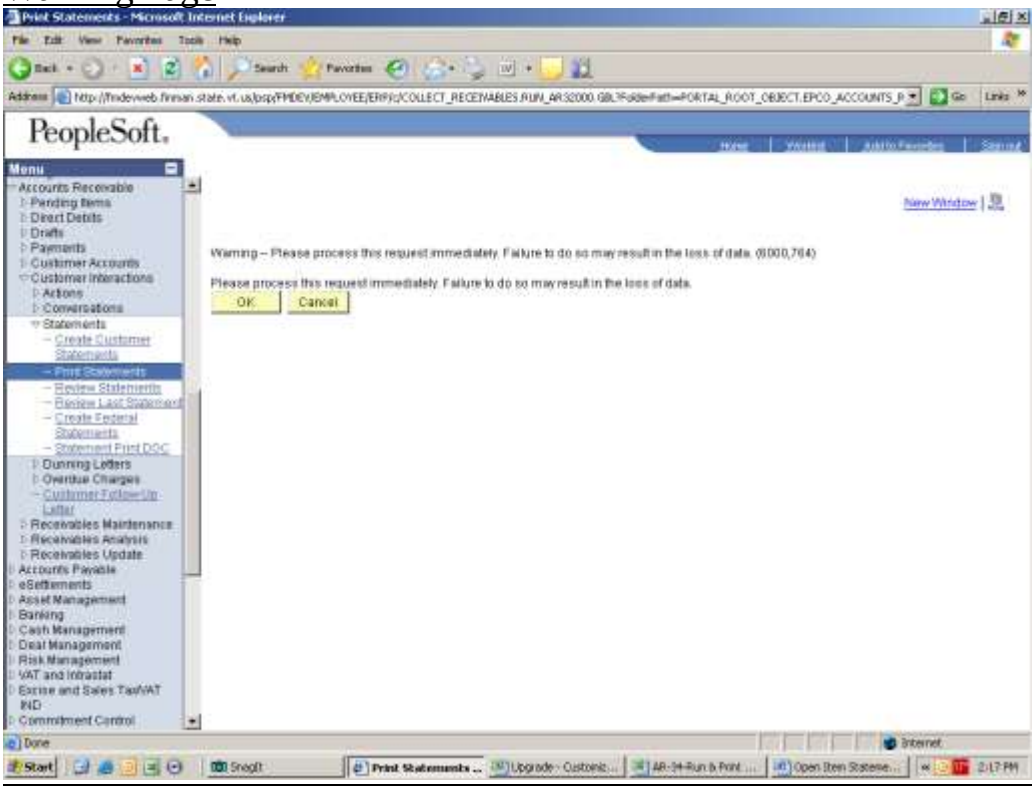
Run Control Page (Report)



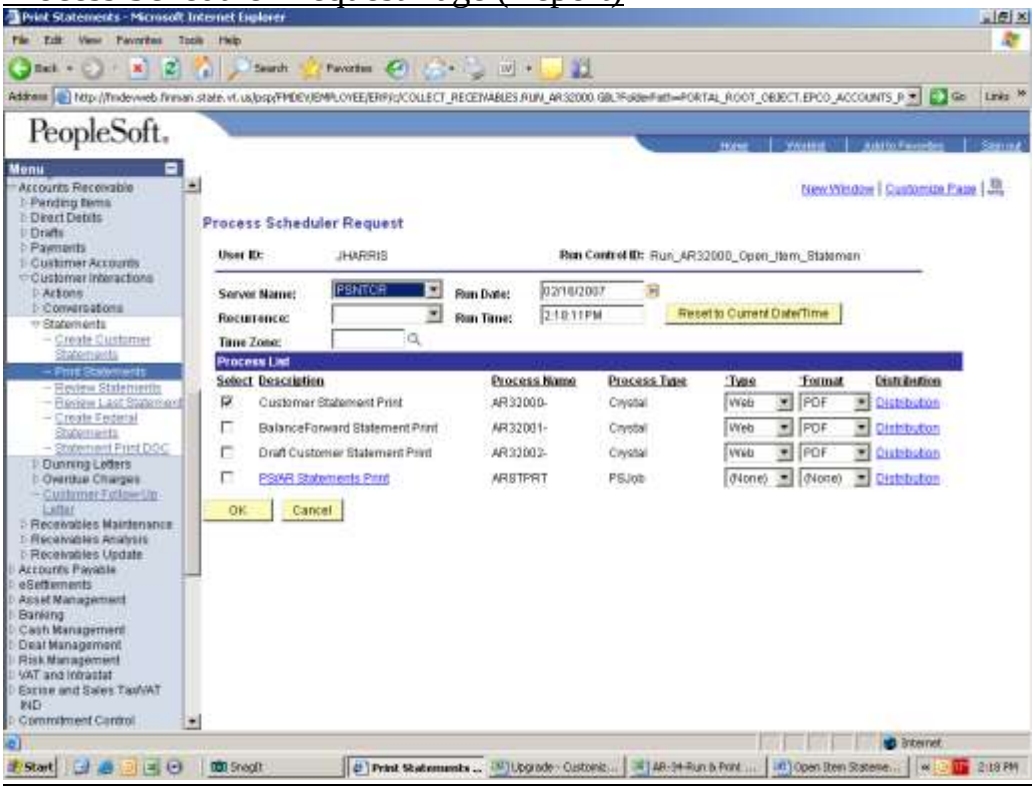
Report Request Parameters Page (Report)



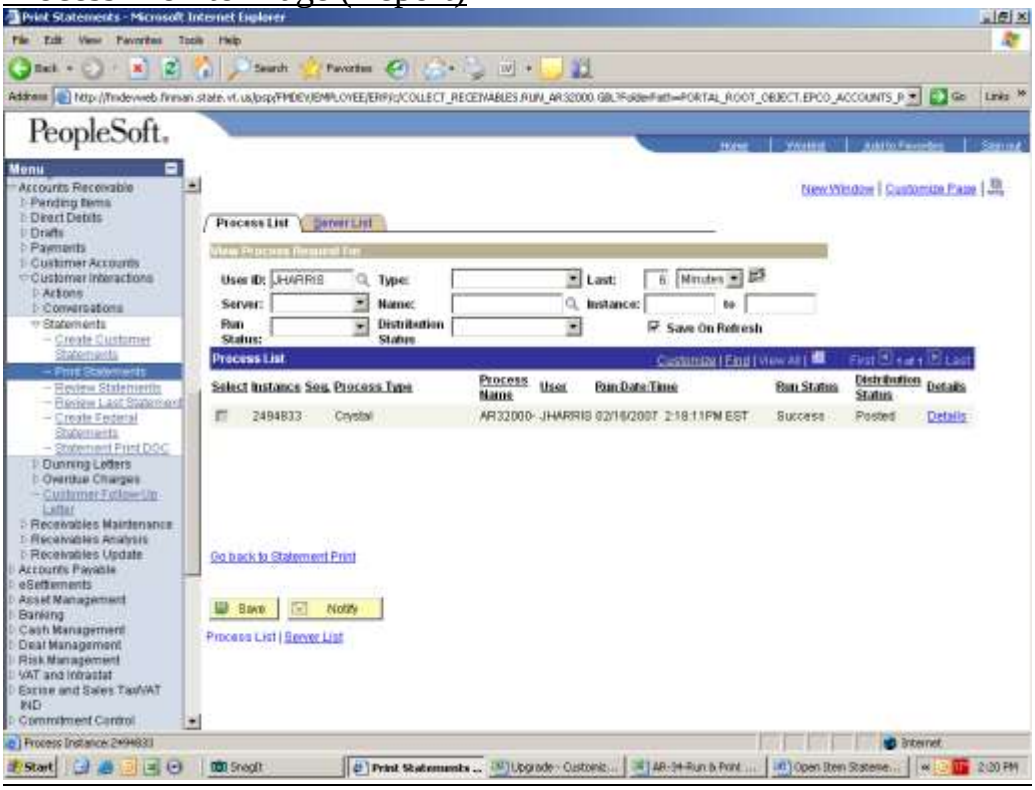
Warning Page



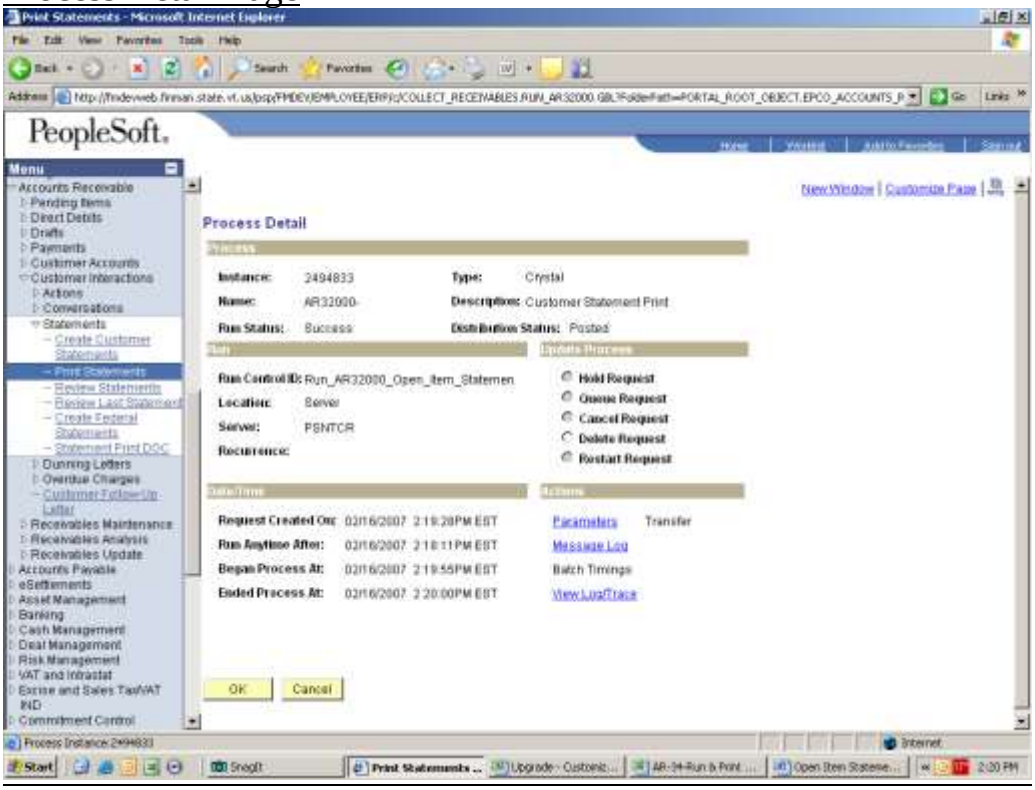
Process Scheduler Request Page (Report)



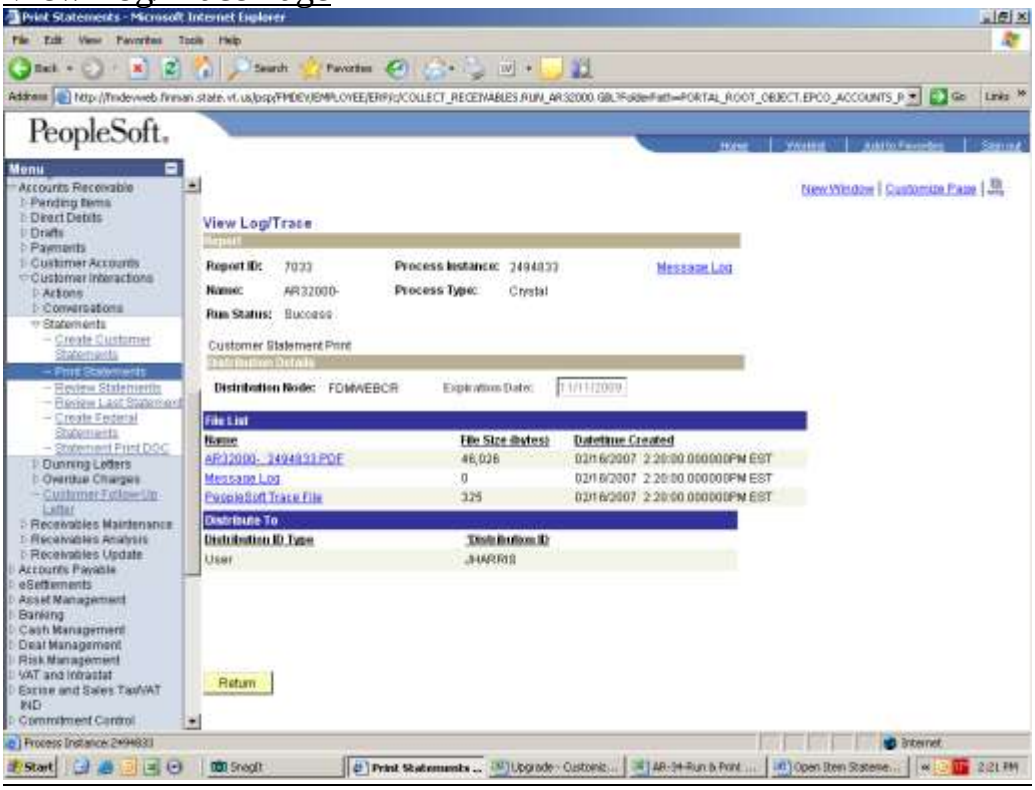
Process Monitor Page (Report)



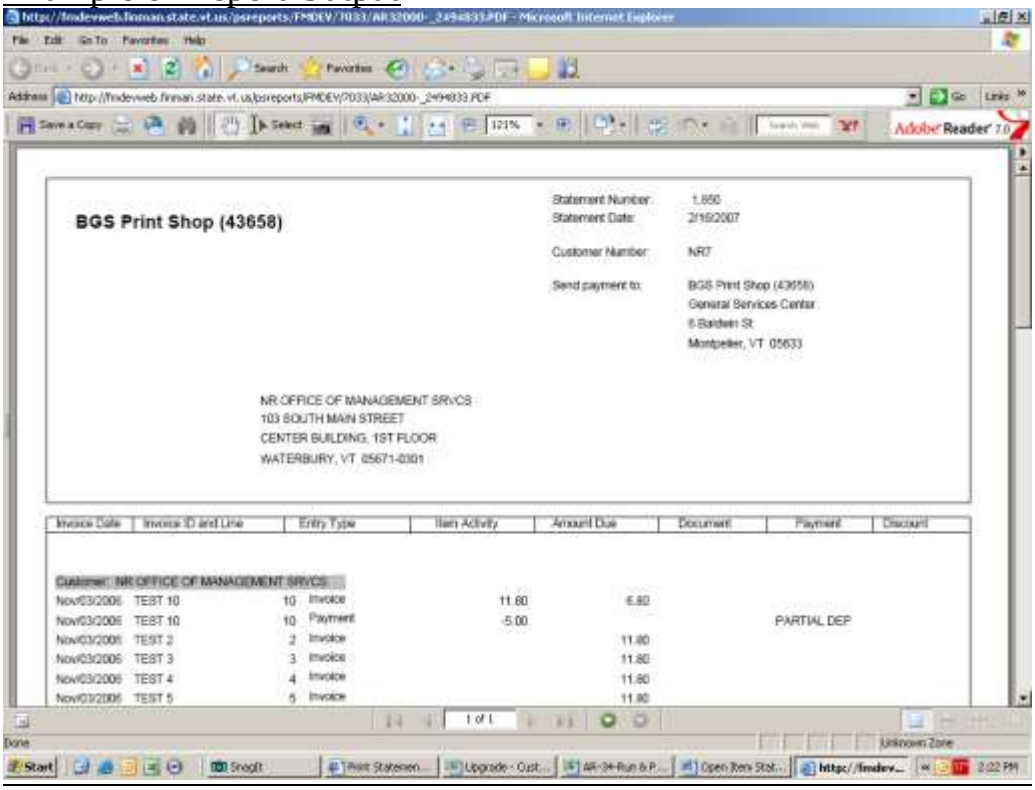
Process Detail Page



View Log/Trace Page



Example of Report Output



VISION FINANCIALS

Payment Detail (AR20002)

Report Information

Purpose of the Report

This report lists detailed information for all payments within a deposit.

Type of Report

SQR

Navigation (Path) to the Report

Accounts Receivable > Payments > Reports > Payment Detail

Report Execution Procedure

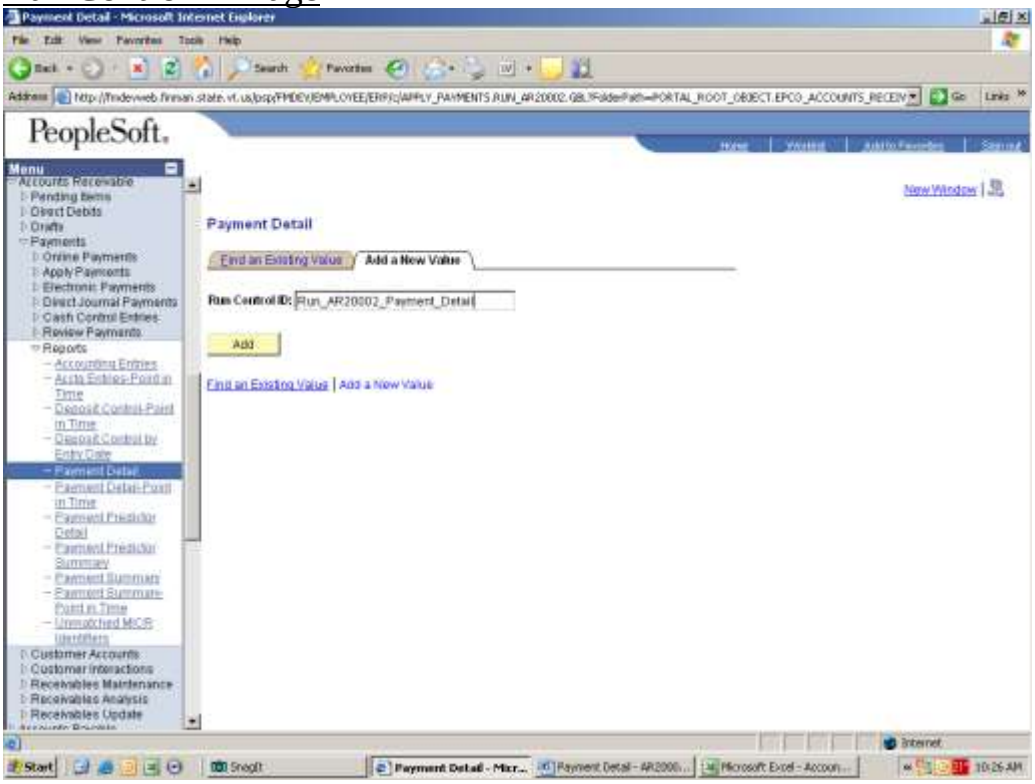
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR20002_Payment_Detail)

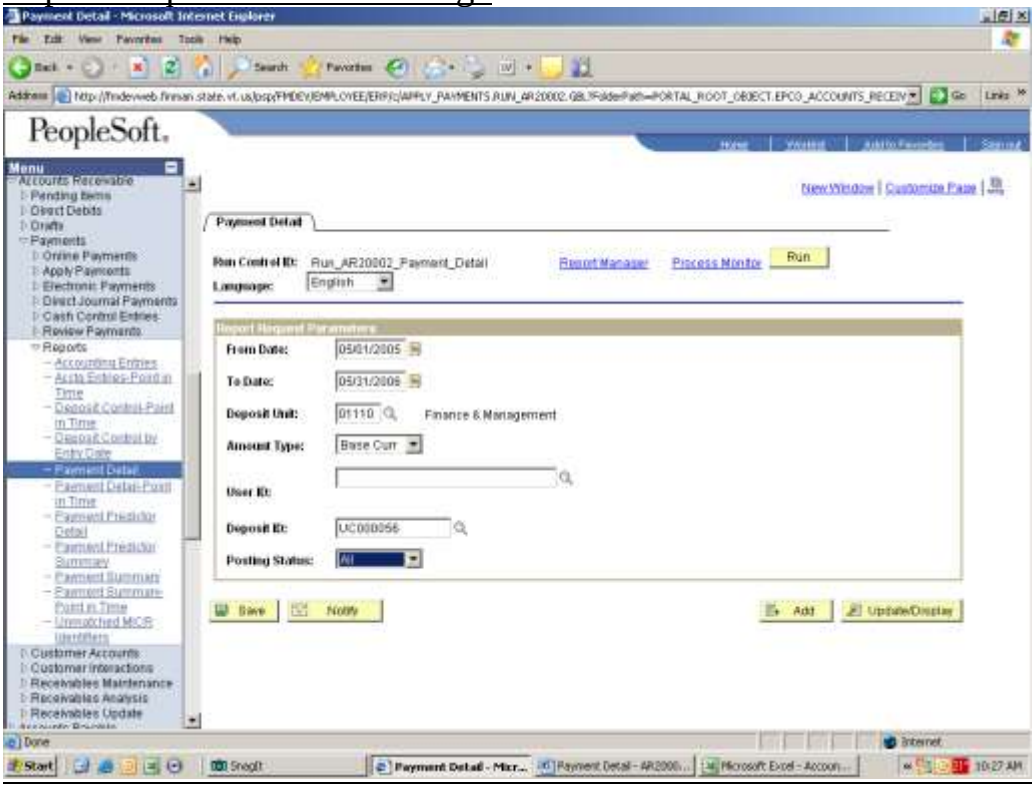
Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
From Date	Enter desired date	This box is available if Range PIT Type is selected; click calendar to select date
To Date	Enter desired date	This box is available if Range PIT Type is selected; Click calendar to select date
Deposit Unit	Enter desired Deposit Unit	Click on magnifying glass to lookup Deposit Unit
Amount Type	Choose desired currency	Choose Base or Entry Currency from drop down list
User ID	Enter User ID to report in	Click on magnifying glass to lookup User ID; leave blank to select all
Deposit ID	Enter desired Deposit ID	Click on magnifying glass to lookup Deposit ID; leave blank to select all

Report Steps		see screenshot below
Posting Status	Select status of Deposits to report on	Choose All to report on all deposits
Run	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar20002 #######.PDF	Click this link for the PDF file	This opens the report.

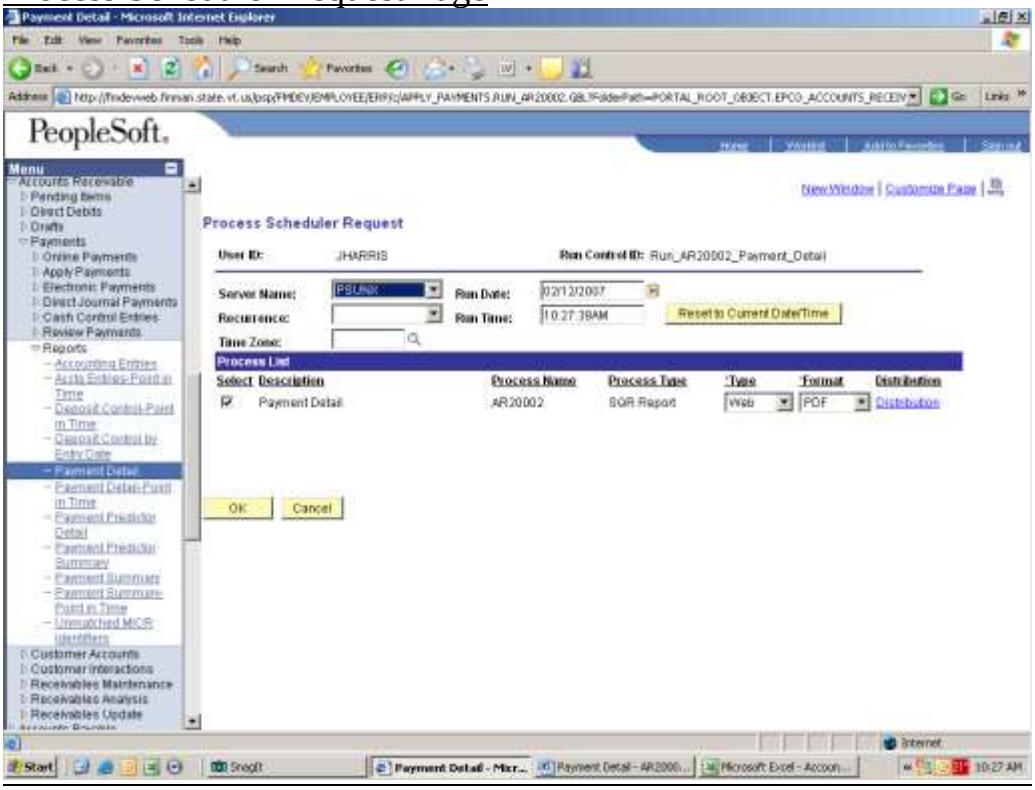
Run Control ID Page



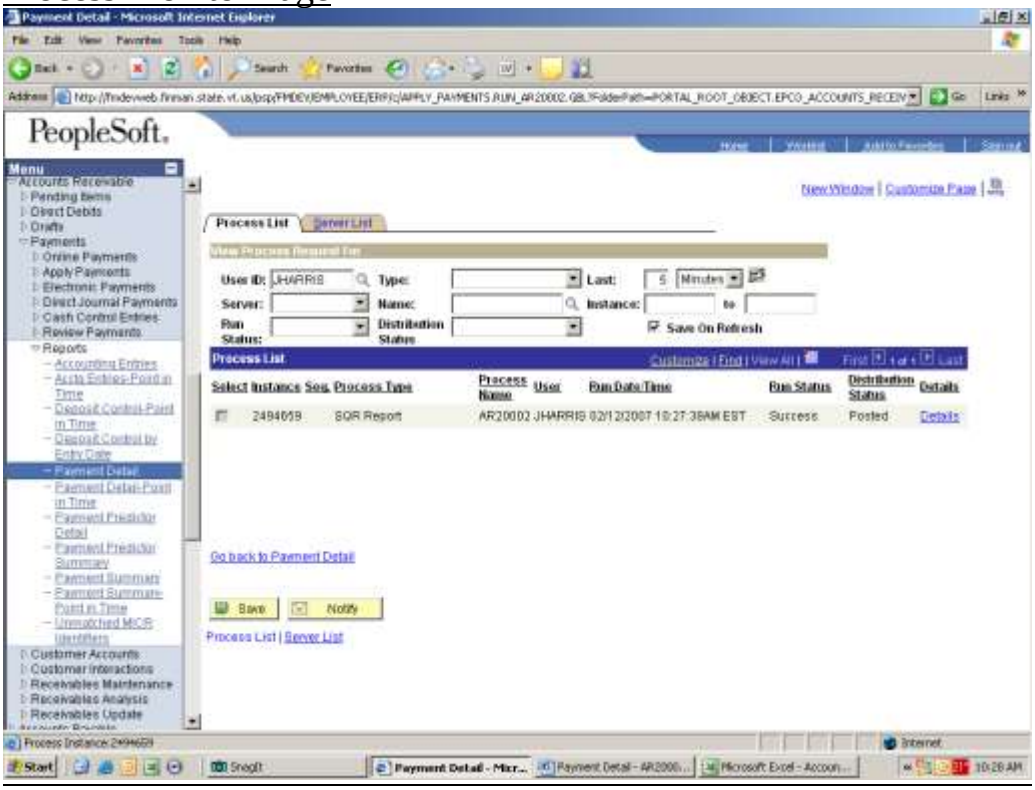
Report Request Parameters Page



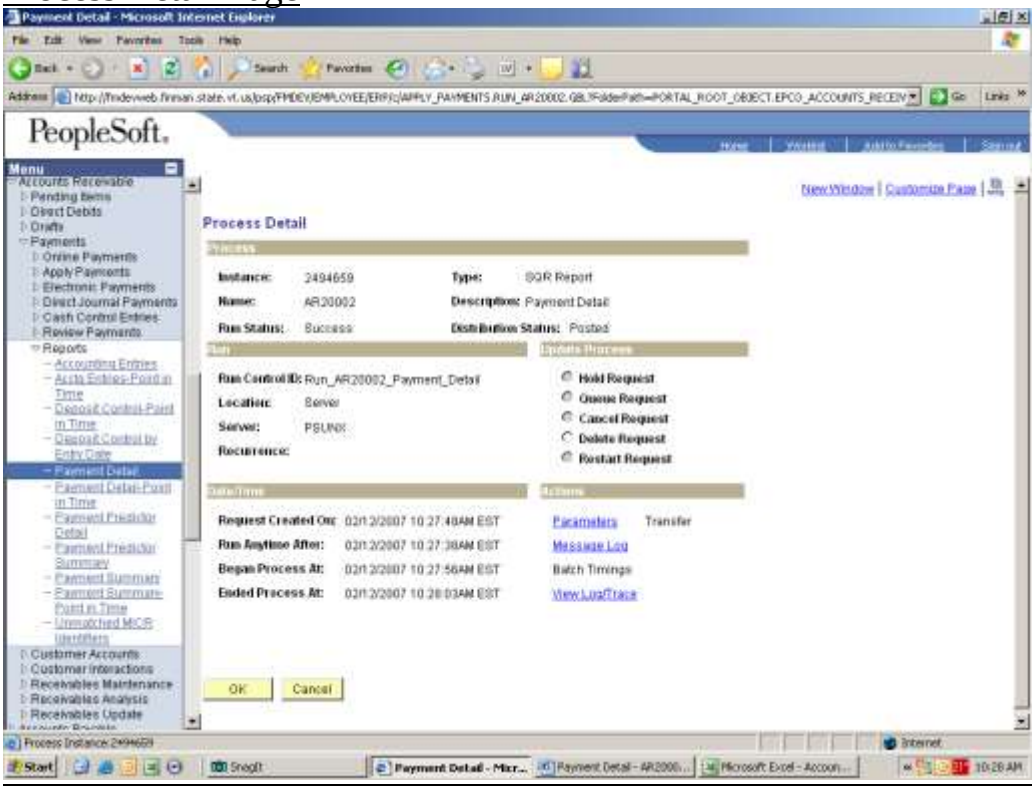
Process Scheduler Request Page



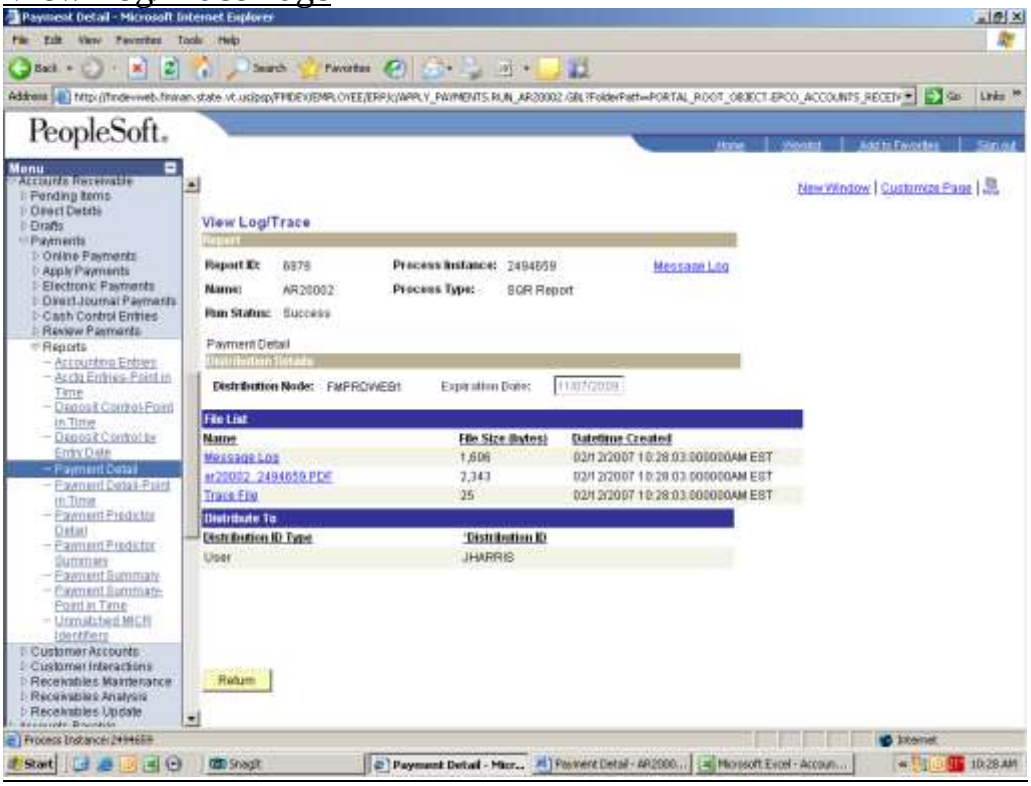
Process Monitor Page



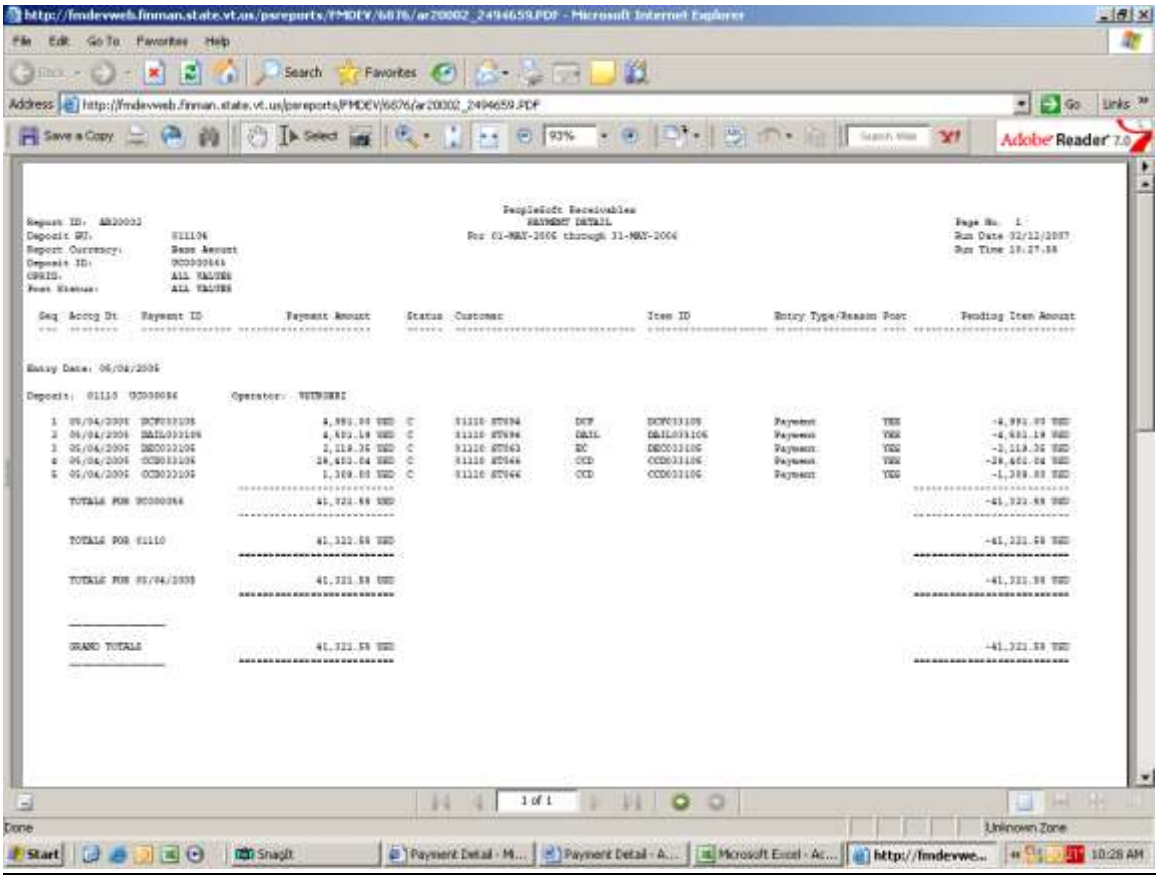
Process Detail Page



View Log/Trace Page



Example of Report Output



VISION FINANCIALS

Payment Detail (AR20002P)

Report Information

Purpose of the Report

This report lists detailed information for all payments within a deposit for a specific point in time.

Type of Report

Crystal

Navigation (Path) to the Report

Accounts Receivable > Payments > Reports > Payment Detail – Point in Time

Report Execution Procedure

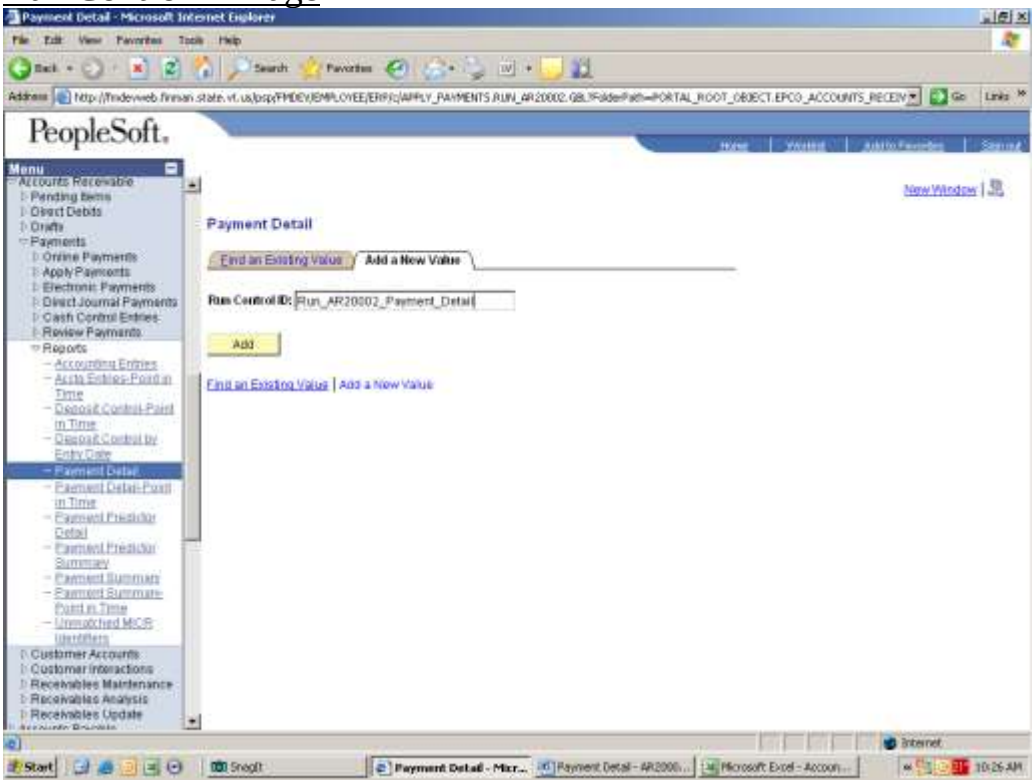
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR20002_Payment_Detail)

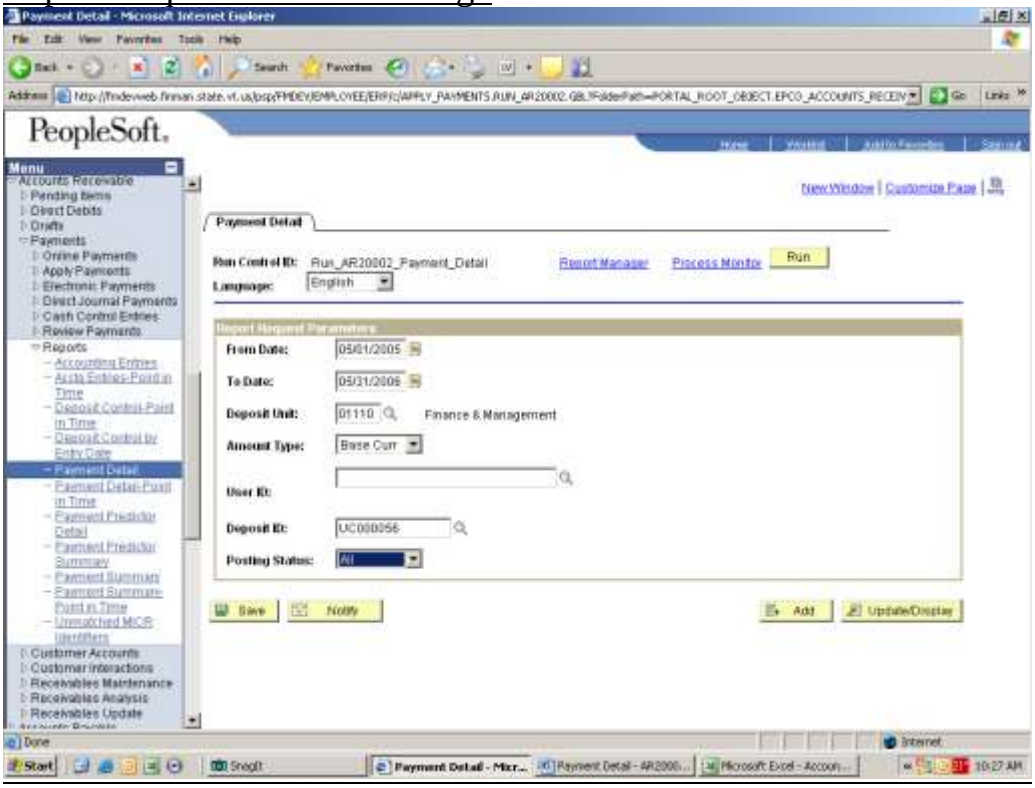
Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
From Date	Enter desired date	This box is available if Range PIT Type is selected; click calendar to select date
To Date	Enter desired date	This box is available if Range PIT Type is selected; Click calendar to select date
Deposit Unit	Enter desired Deposit Unit	Click on magnifying glass to lookup Deposit Unit
Amount Type	Choose desired currency	Choose Base or Entry Currency from drop down list
User ID	Enter User ID to report in	Click on magnifying glass to lookup User ID; leave blank to select all
Deposit ID	Enter desired Deposit ID	Click on magnifying glass to lookup Deposit ID; leave blank to select all

Report Steps		see screenshot below
Posting Status	Select status of Deposits to report on	Choose All to report on all deposits
Run	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar20002 #######.PDF	Click this link for the PDF file	This opens the report.

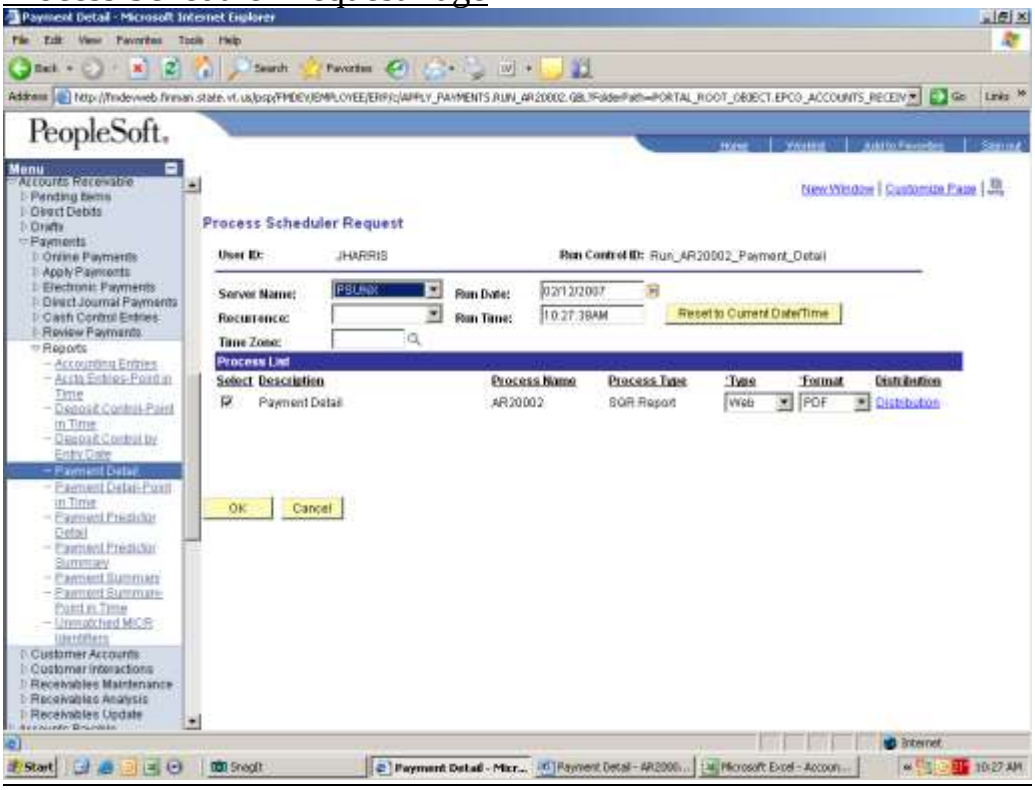
Run Control ID Page



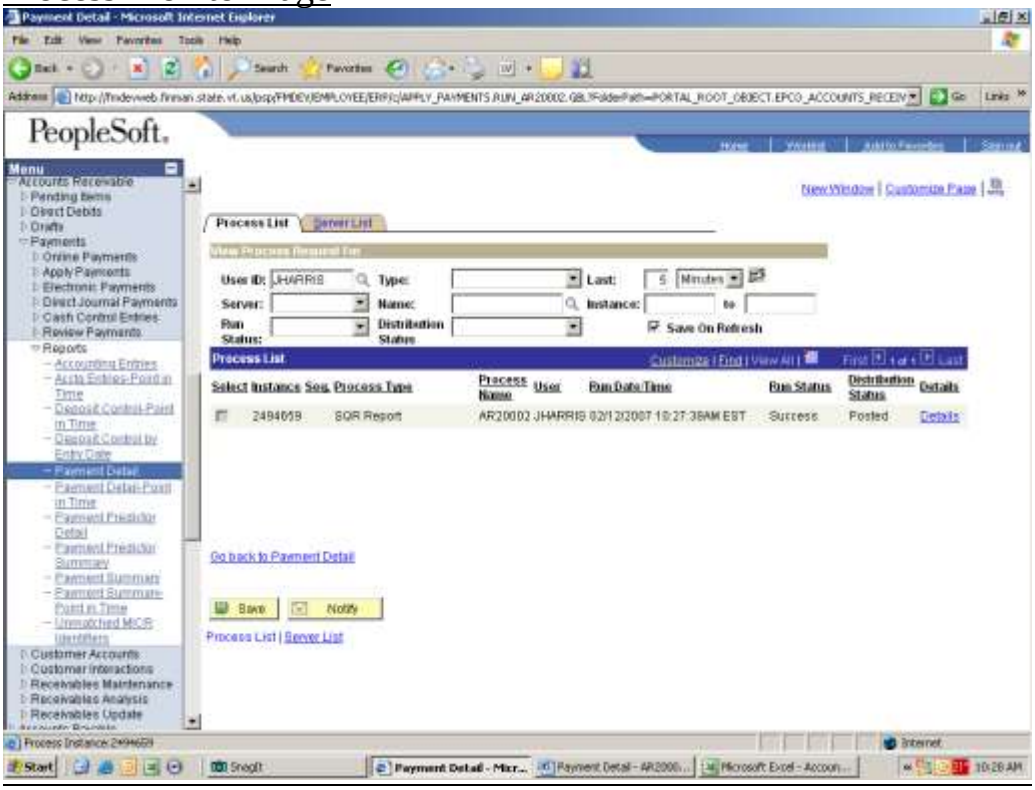
Report Request Parameters Page



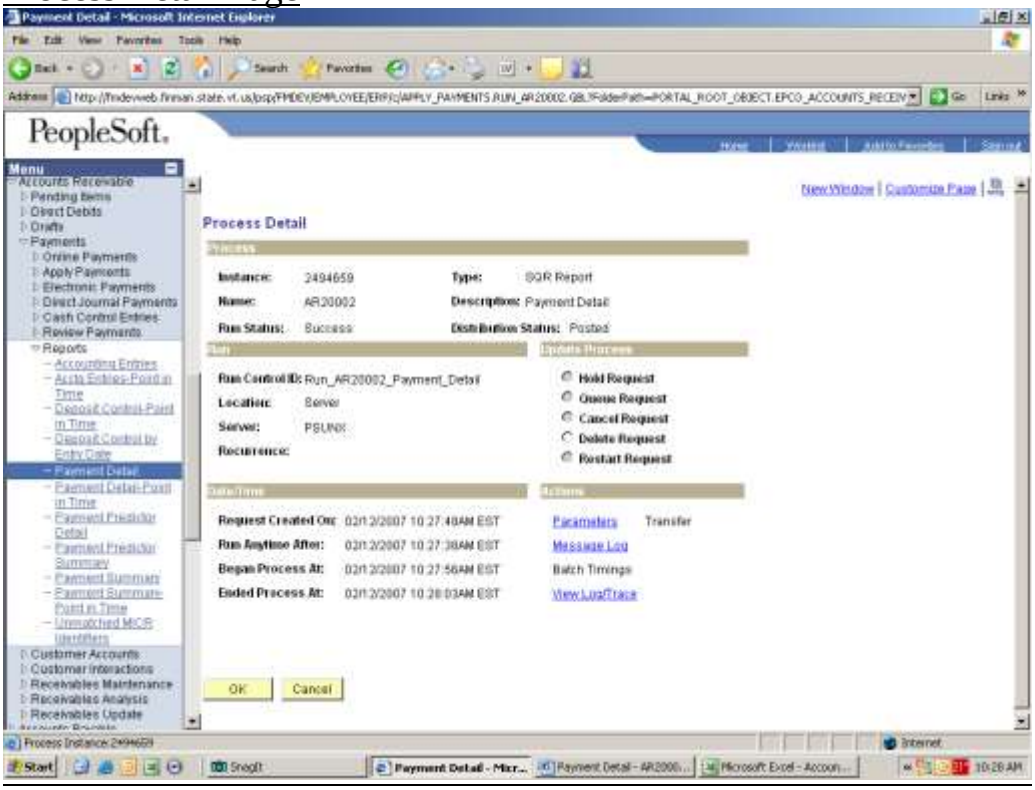
Process Scheduler Request Page



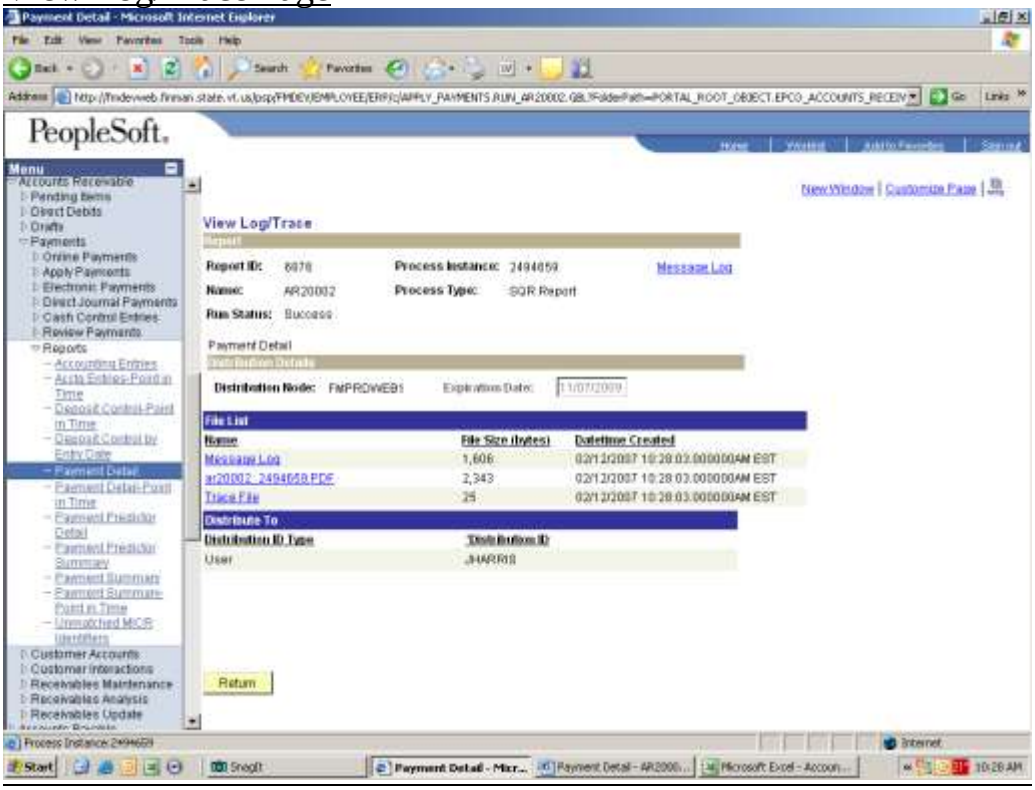
Process Monitor Page



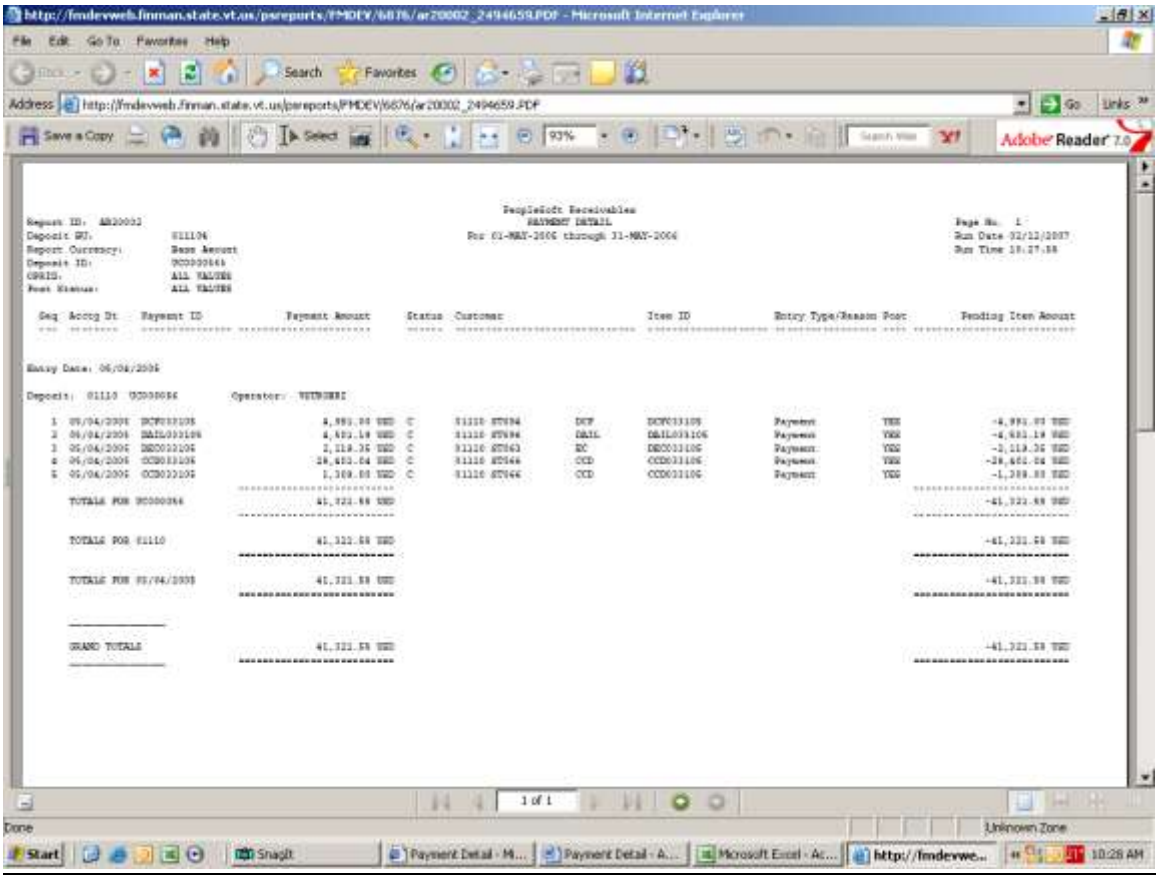
Process Detail Page



View Log/Trace Page



Example of Report Output



VISION FINANCIALS

Payment Summary (AR20003)

Report Information

Purpose of the Report

This report lists statuses for all payments within a deposit.

Type of Report

SQR

Navigation (Path) to the Report

Accounts Receivable > Payments > Reports > Payment Summary

Report Execution Procedure

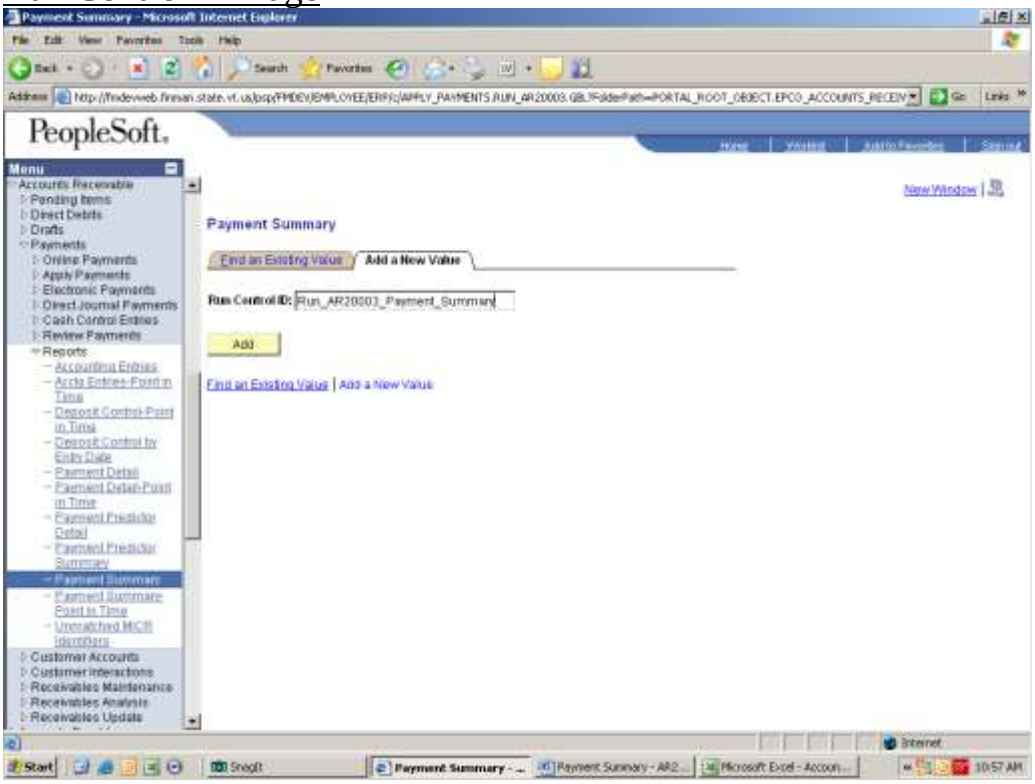
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR20003_Payment_Summary)

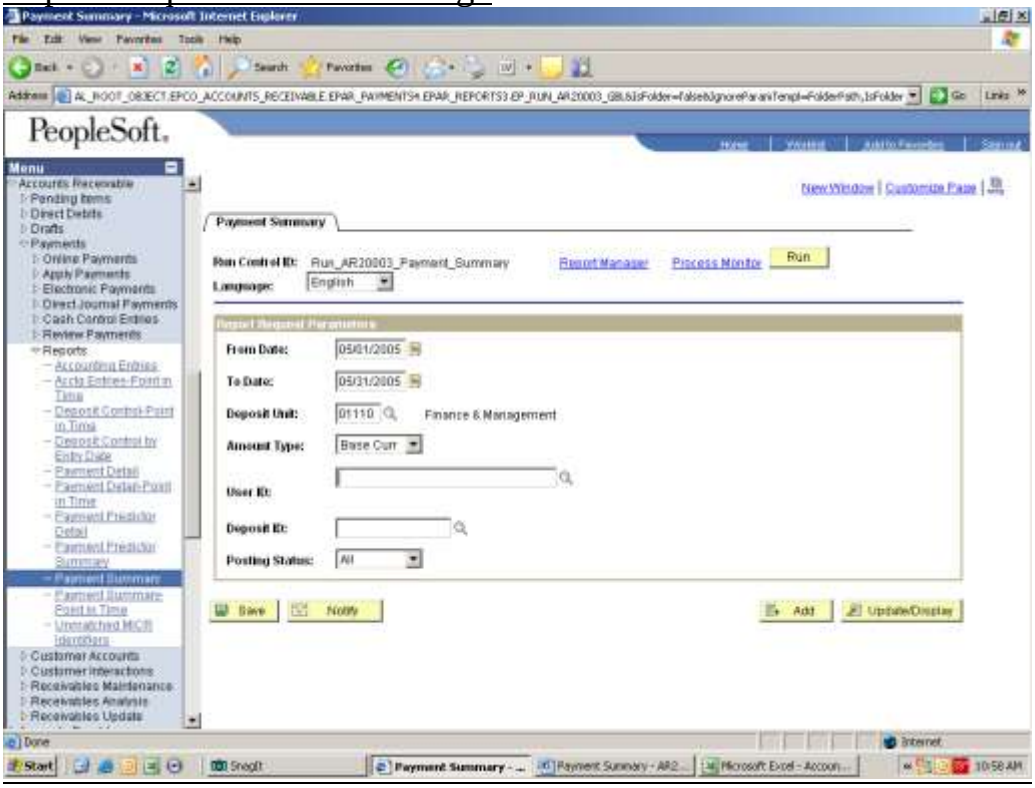
Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
From Date	Enter desired date	This box is available if Range PIT Type is selected; click calendar to select date
To Date	Enter desired date	This box is available if Range PIT Type is selected; Click calendar to select date
Deposit Unit	Enter desired Deposit Unit	Click on magnifying glass to lookup Deposit Unit
Amount Type	Choose desired currency	Choose Base or Entry Currency from drop down list
User ID	Enter User ID to report in	Click on magnifying glass to lookup User ID; leave blank to select all

Report Steps		see screenshot below
Deposit ID	Enter desired Deposit ID	Click on magnifying glass to lookup Deposit ID; leave blank to select all
Posting Status	Select status of Deposits to report on	Choose All to report on all deposits
Run	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar20003 #######.PDF	Click this link for the PDF file	This opens the report.

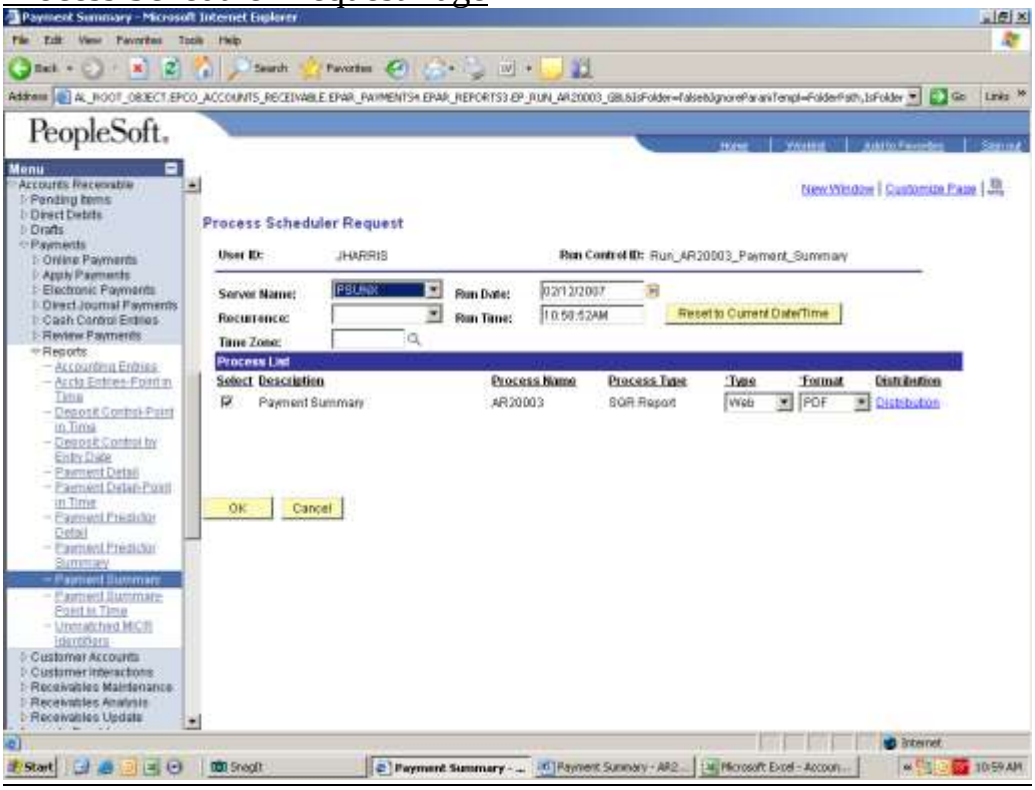
Run Control ID Page



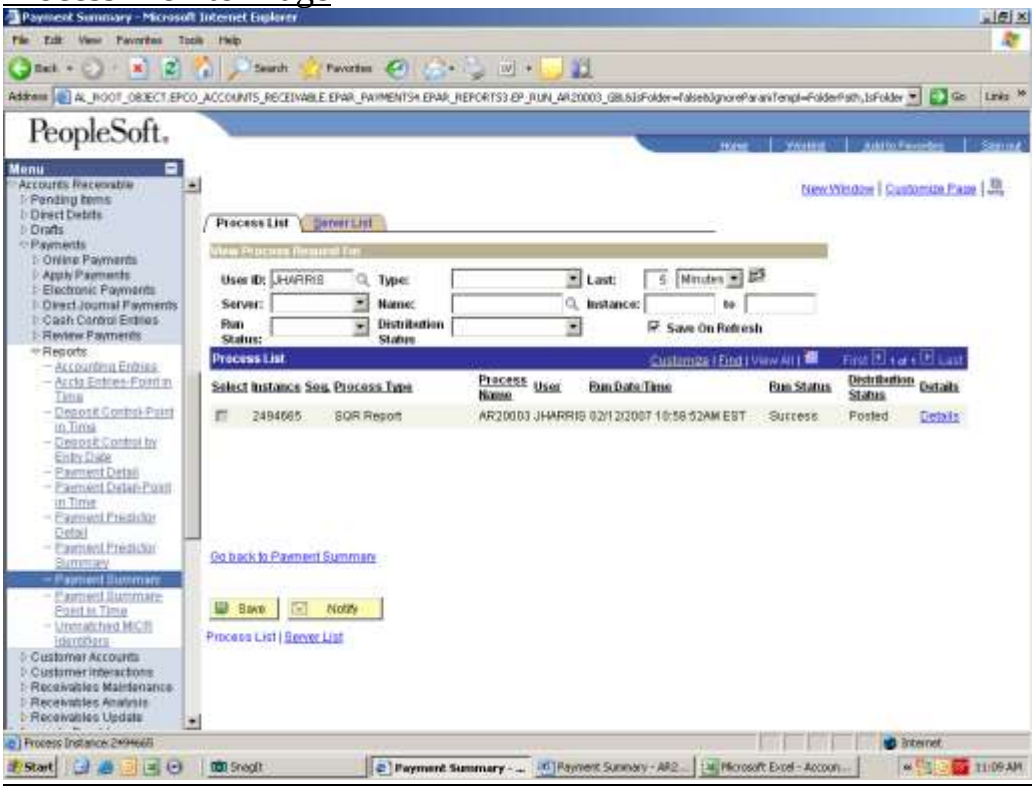
Report Request Parameters Page



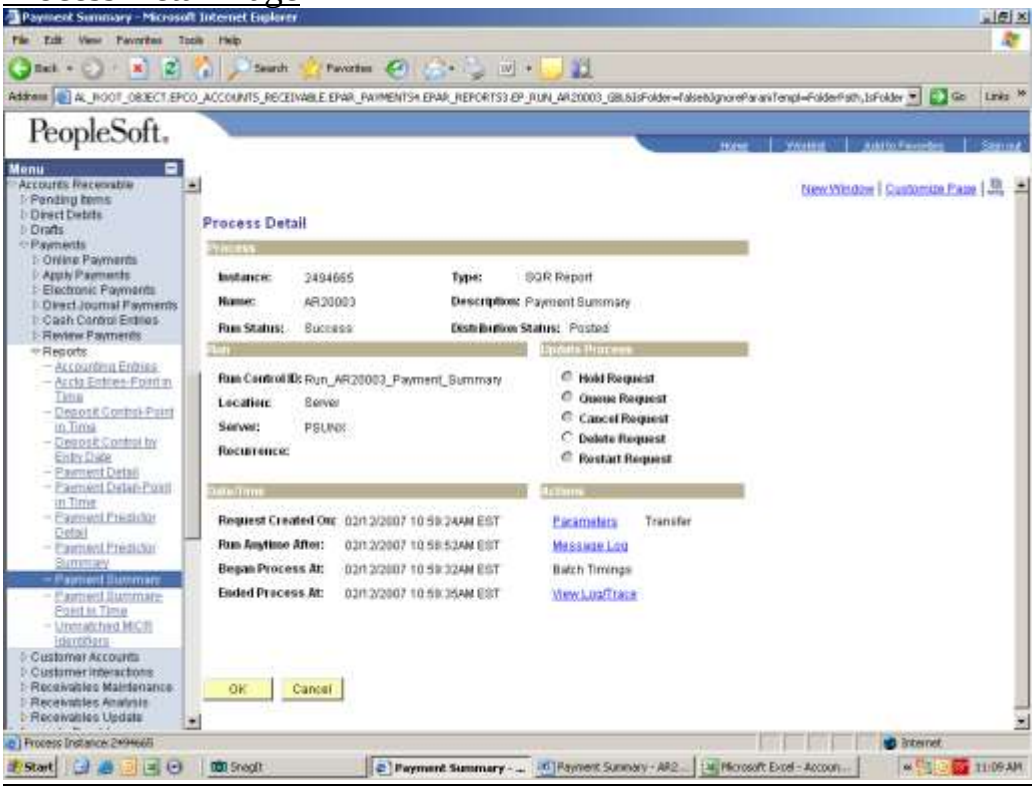
Process Scheduler Request Page



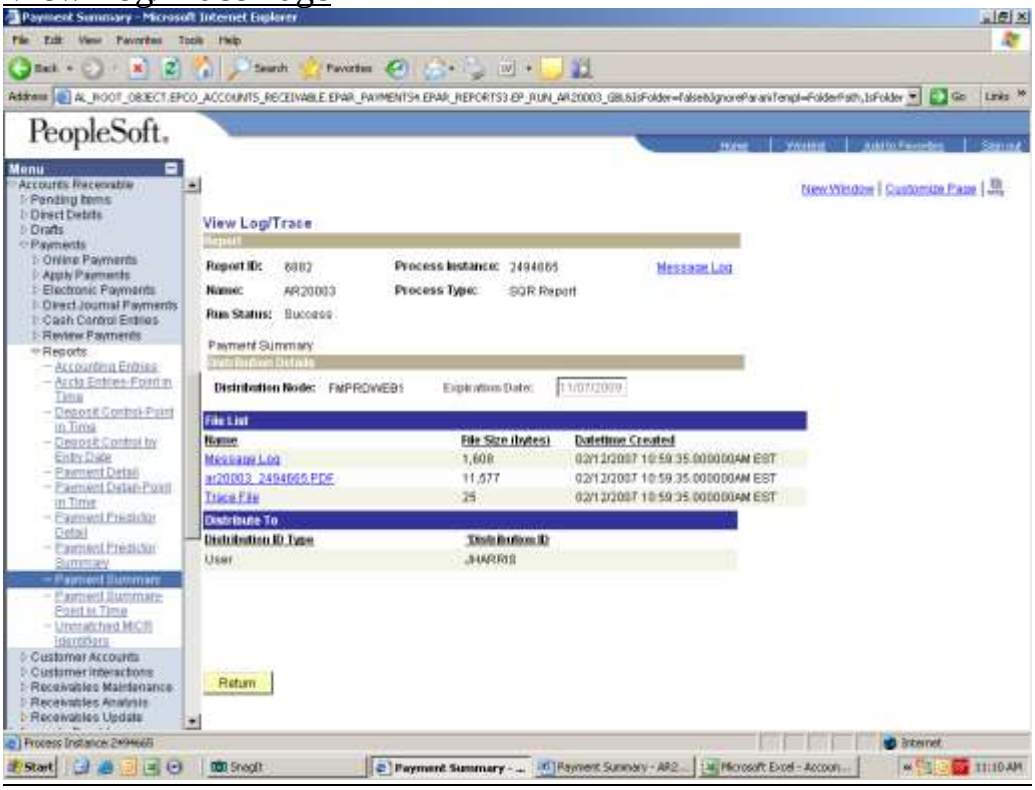
Process Monitor Page



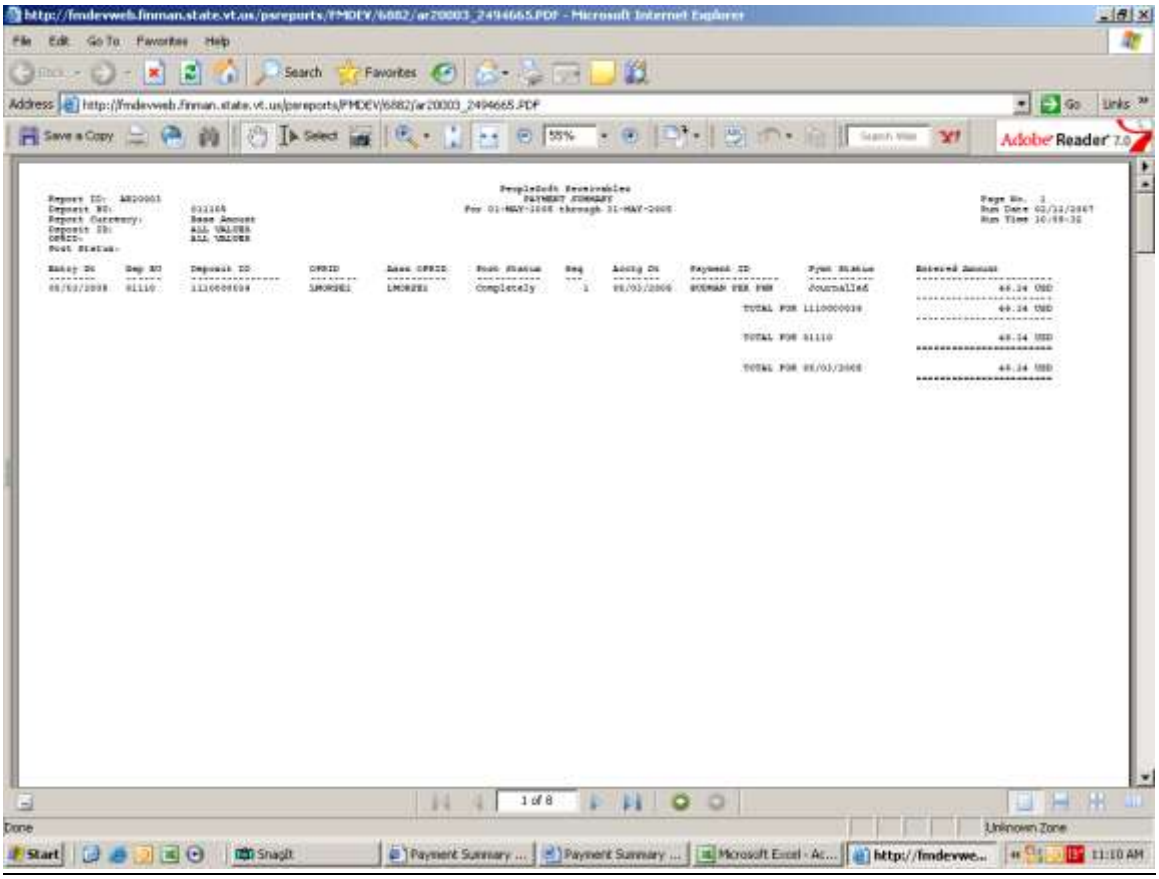
Process Detail Page



View Log/Trace Page



Example of Report Output



VISION FINANCIALS

Payment Summary (AR20003P)

Report Information

Purpose of the Report

This report lists the statuses for all payments within a deposit at a specified point in time.

Type of Report

Crystal

Navigation (Path) to the Report

Accounts Receivable > Payments > Reports > Payment Summary – Point in Time

Report Execution Procedure

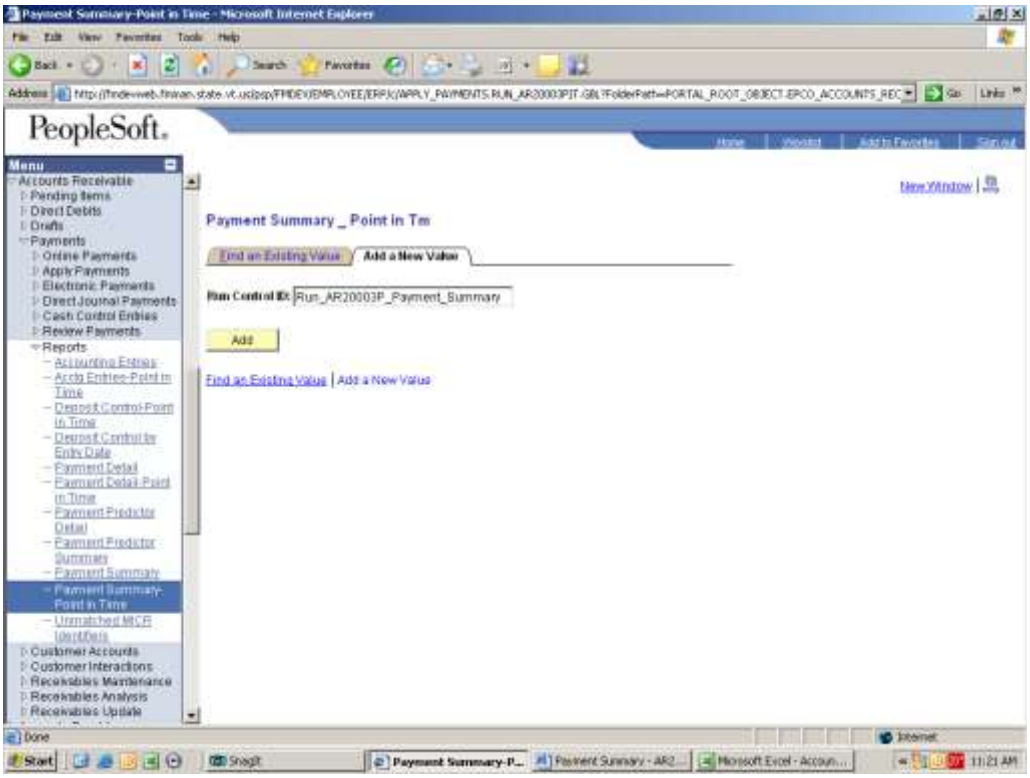
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR20003P_Payment_Summary)

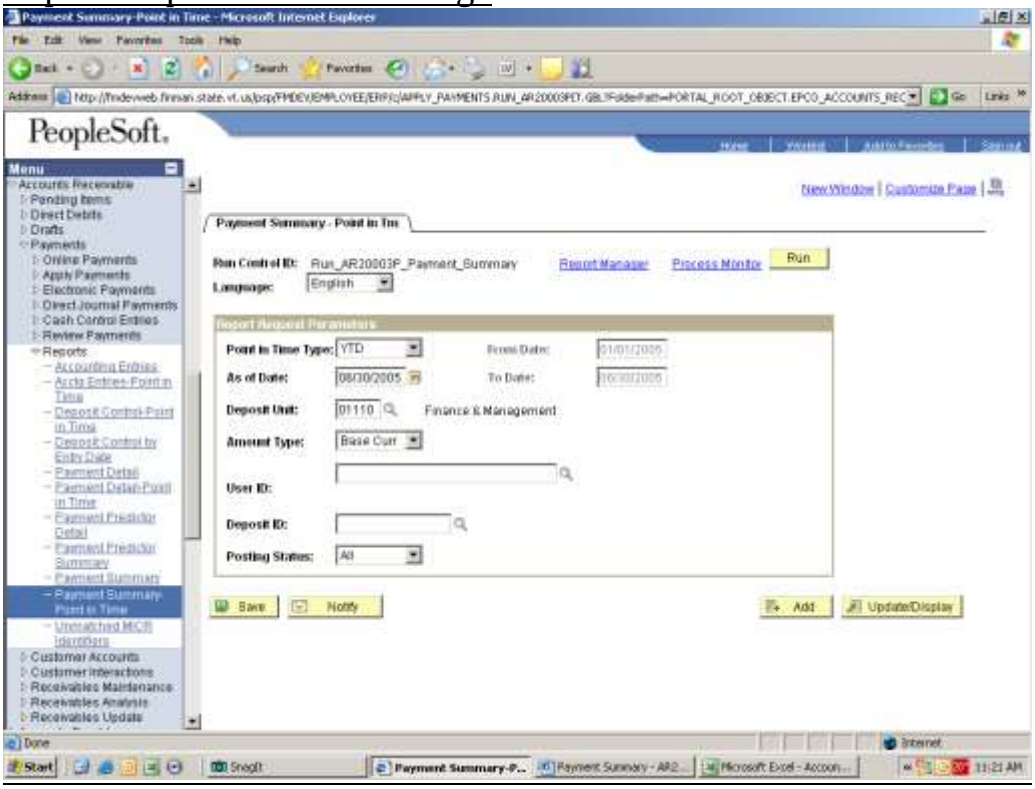
Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
Point in Time Type	Select method of time to report on	From Date, To Date and As of Date boxes open, disappear or grey out according to selection
From Date	Enter desired date	This box is available if Range PIT Type is selected; click calendar to select date
To Date	Enter desired date	This box is available if Range PIT Type is selected; Click calendar to select date
As of Date	Enter desired date	This box disappears if Range PIT Type is selected; click calendar to select date
Deposit Unit	Enter desired Deposit Unit	Click on magnifying glass to lookup Deposit Unit

Report Steps		see screenshot below
Amount Type	Choose desired currency	Choose Base or Entry Currency from drop down list
User ID	Enter User ID to report in	Click on magnifying glass to lookup User ID; leave blank to select all
Deposit ID	Enter desired Deposit ID	Click on magnifying glass to lookup Deposit ID; leave blank to select all
Posting Status	Select status of Deposits to report on	Choose All to report on all deposits
Run	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTCR”	This is the server for Crystal Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar20003P #######.PDF	Click this link for the PDF file	This opens the report.

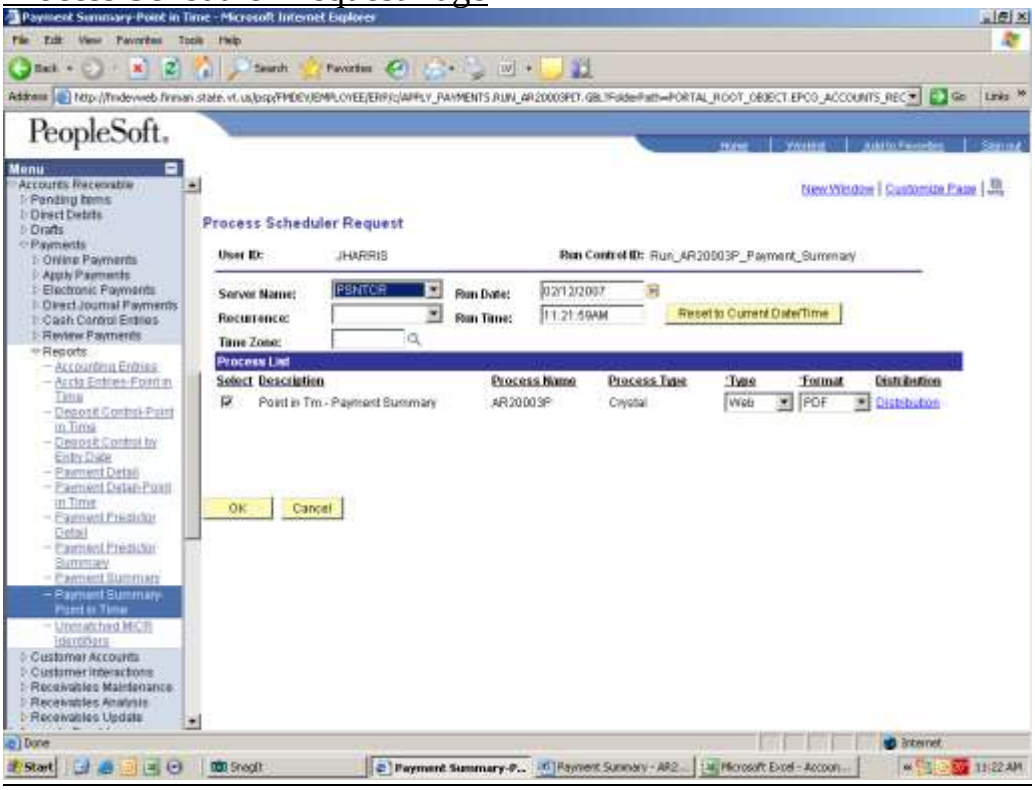
Run Control ID Page



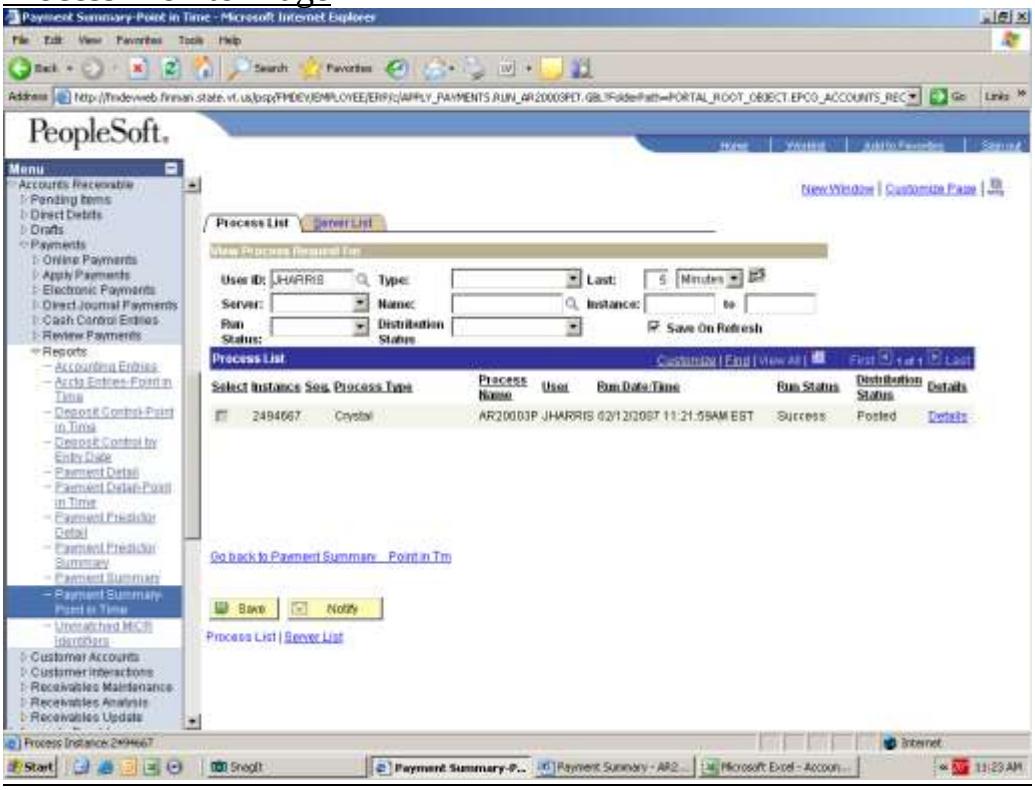
Report Request Parameters Page



Process Scheduler Request Page

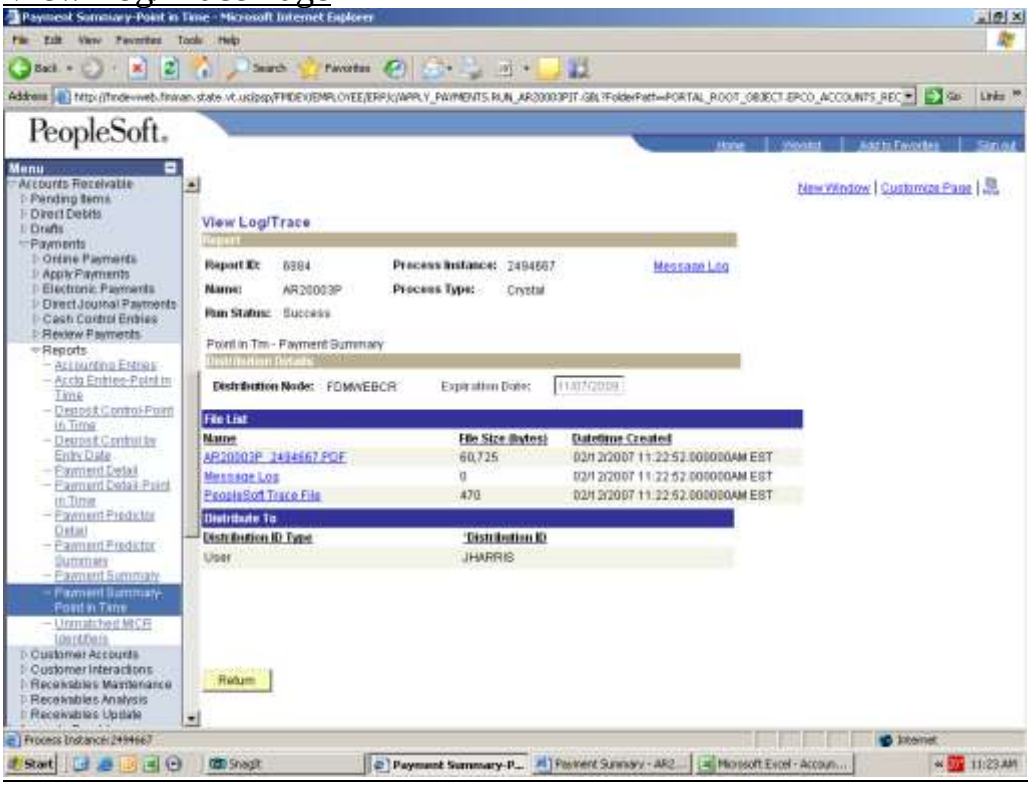


Process Monitor Page

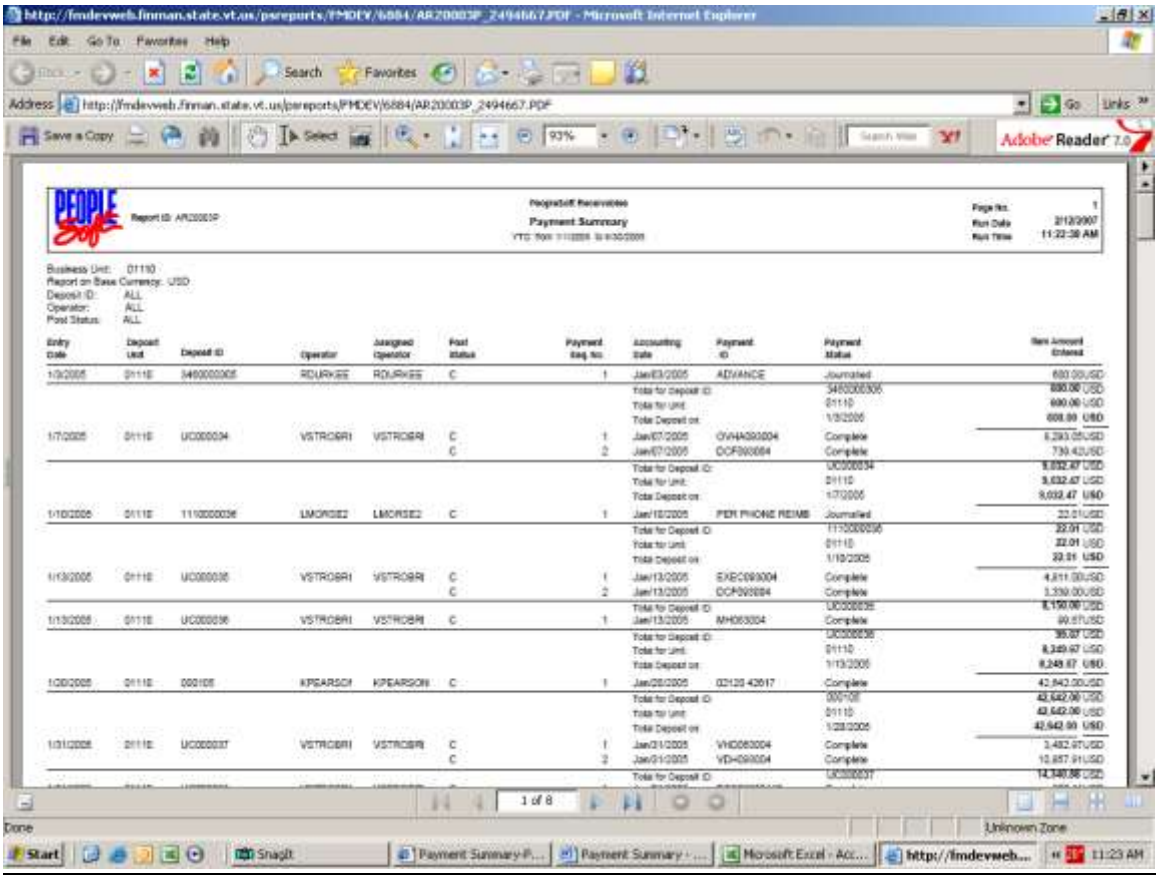


Process Detail Page

View Log/Trace Page



Example of Report Output



VISION FINANCIALS

Pending Item By Entry Date Point in Time Report (AR11002P)

Report Information

Purpose of the Report

This report lists all pending items within a group for a specific point in time.

Type of Report

Crystal

Navigation (Path) to the Report

Accounts Receivable > Pending Items > Reports > Pending Item – Point in Time

Report Execution Procedure

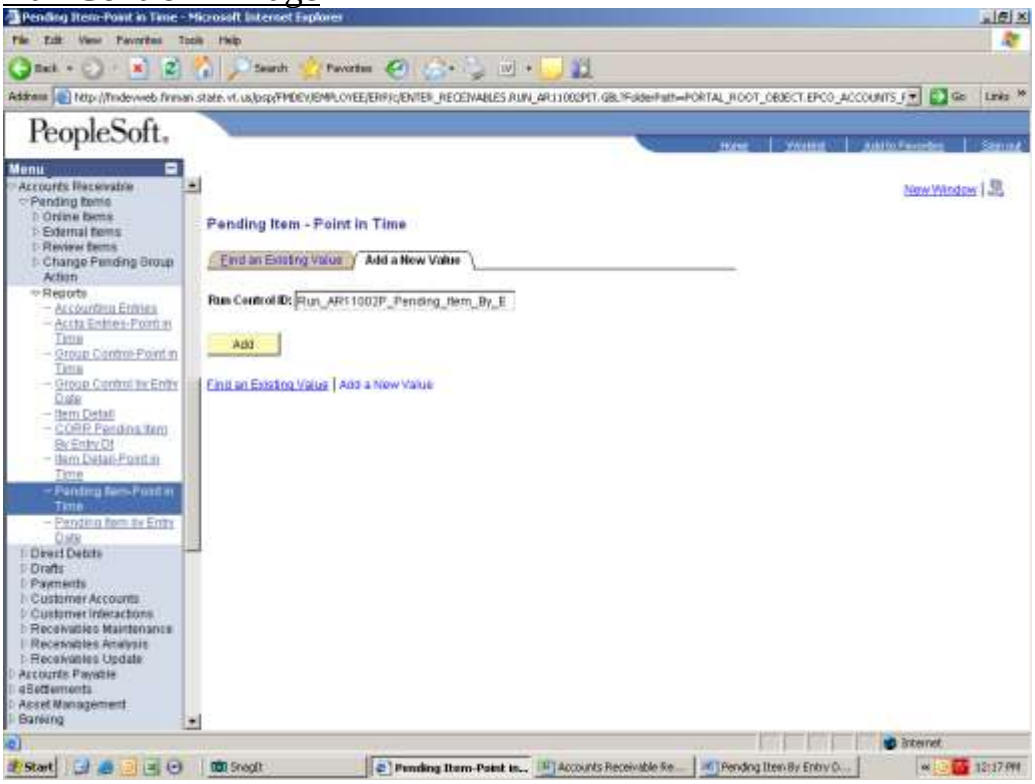
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR11002P_Pending_Item_By_E)

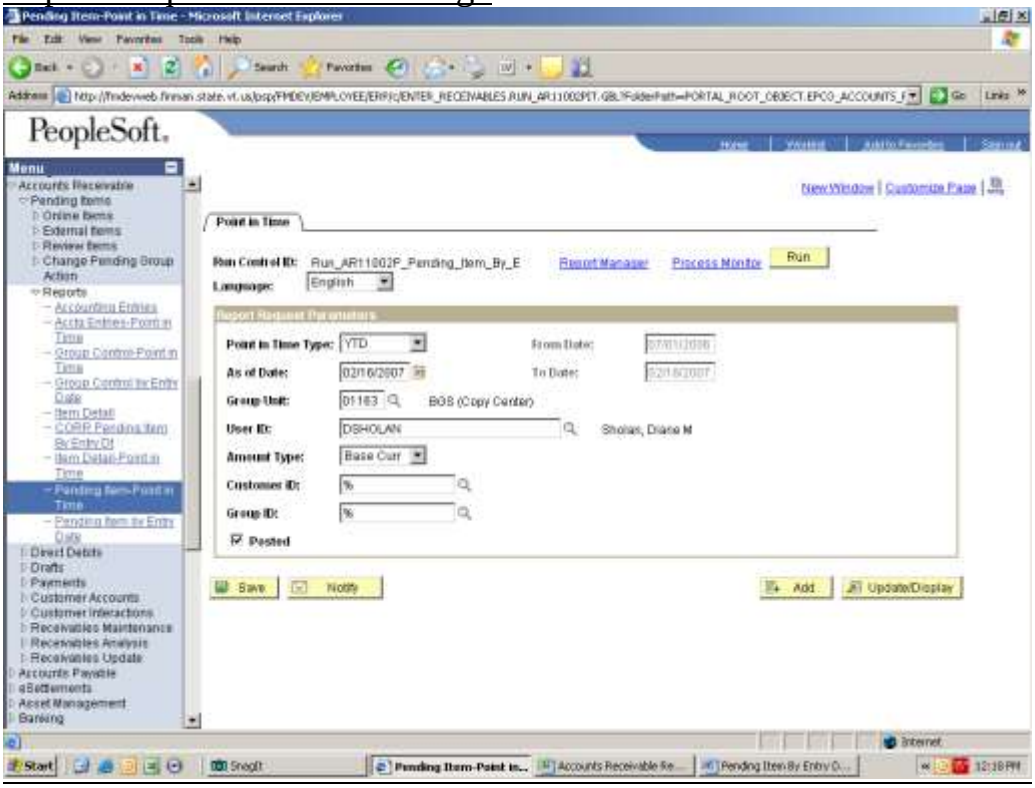
Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
Point in Time Type	Choose time method to report on	Select from drop down list
From Date	Enter desired Date	Click on calendar to select date
To Date	Enter desired Date	Click on calendar to select date
As of Date	Enter desired As of Date	Click on calendar to select date; This selection is hidden if range Point in Time Type is selected
Group Unit	Enter Group Unit to report on	Click on magnifying glass to lookup Group Unit
User ID	Enter desired User ID	Click on magnifying glass to lookup User ID
Amount Type	Choose amount type	
Customer ID	Enter desired Customer ID	Click on magnifying glass to lookup Customer ID
Group ID	Enter desired Group ID	Click on magnifying glass to lookup Group ID

Report Steps		see screenshot below
Posted	Select box if desired	If selected the report returns only posted Pending Items
Run	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTCR”	This is the server for Crystal Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
ar11002P #######.PDF	Click this link for the PDF file	This opens the report.

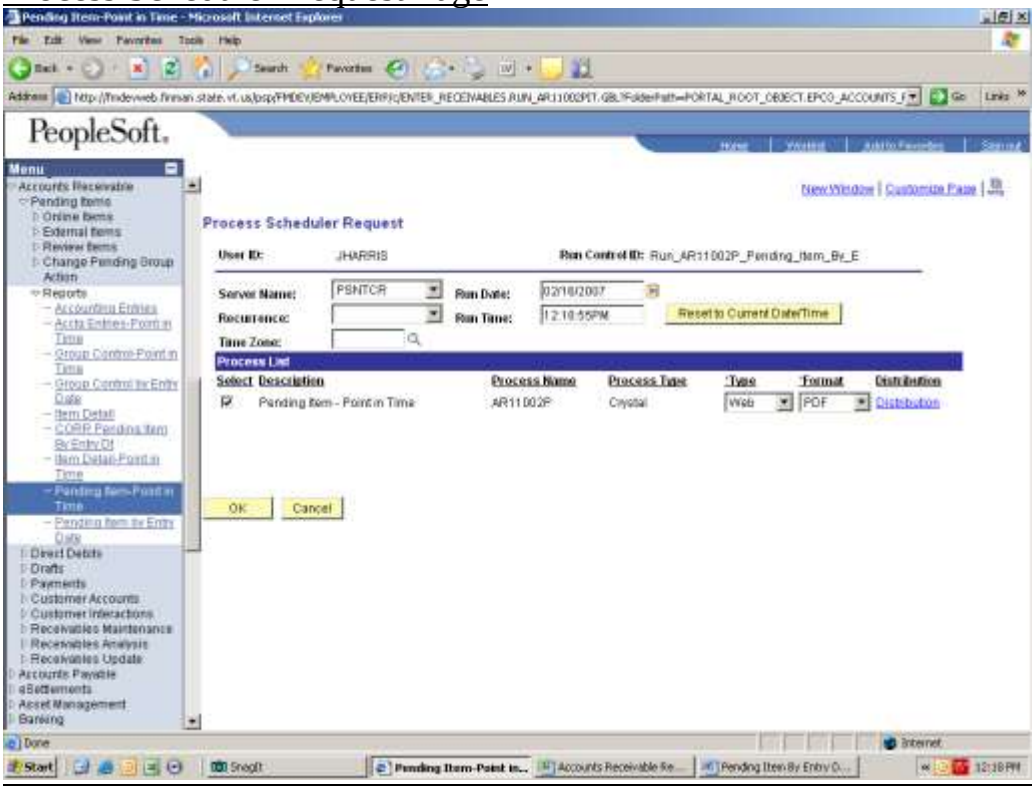
Run Control ID Page



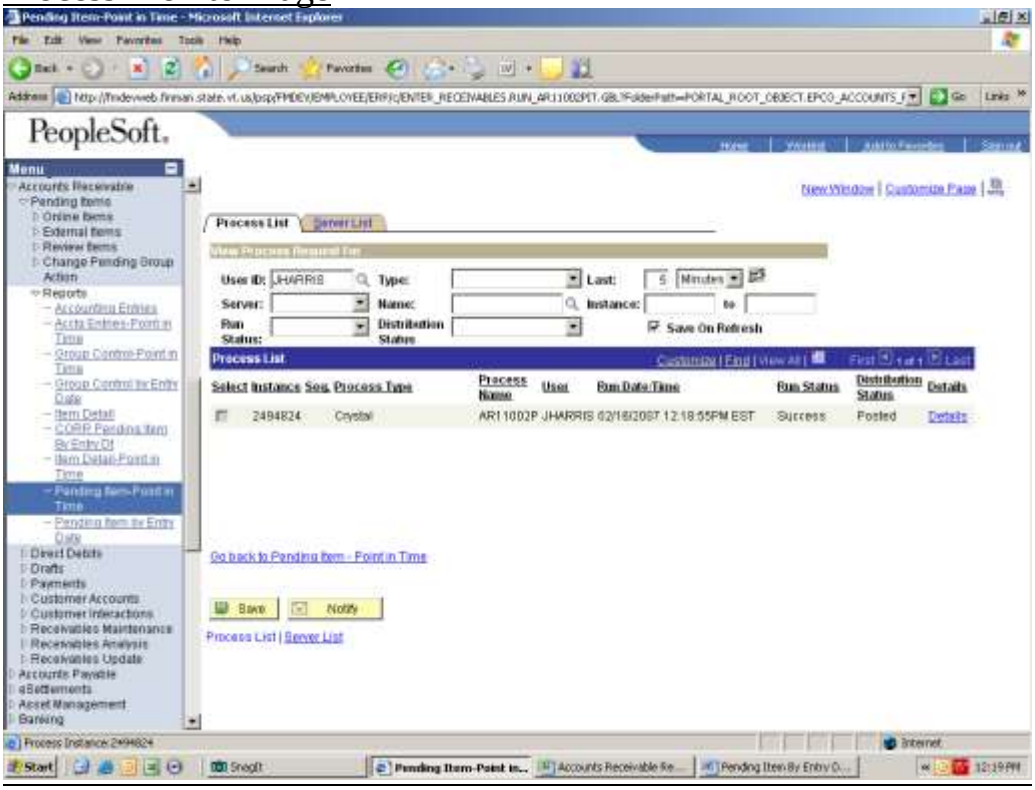
Report Request Parameters Page



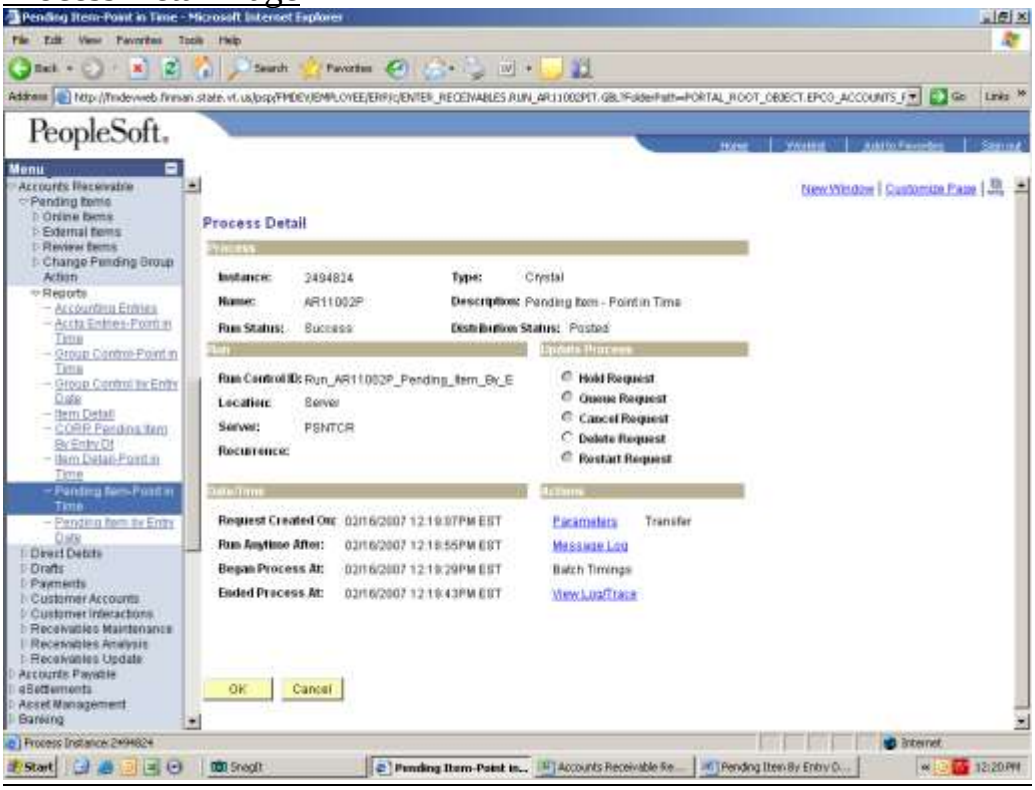
Process Scheduler Request Page



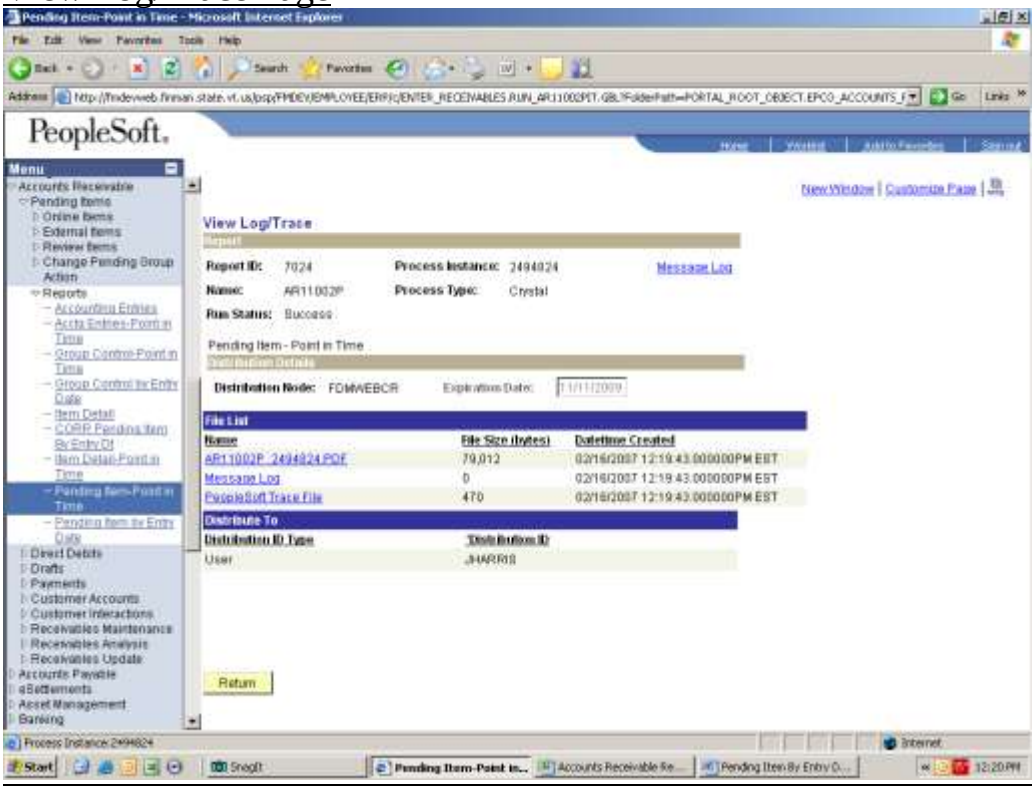
Process Monitor Page



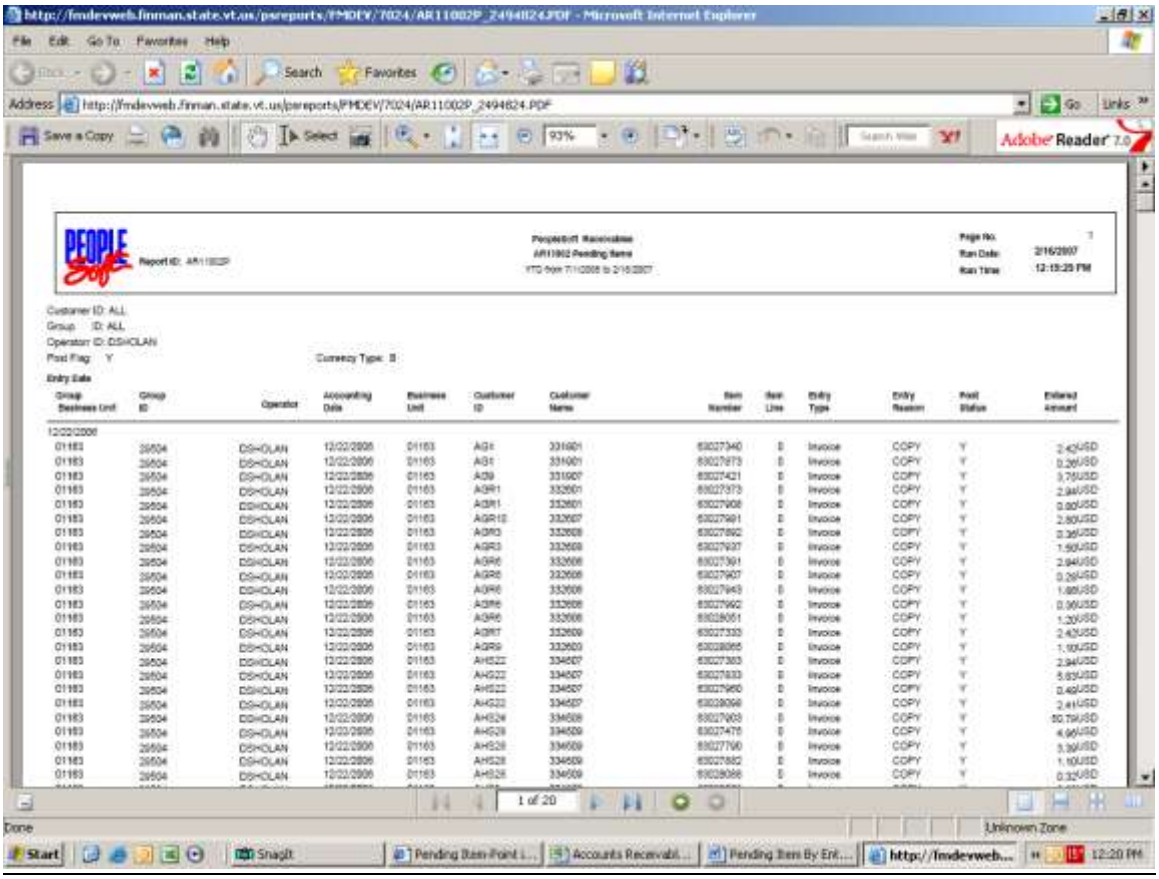
Process Detail Page



View Log/Trace Page



Example of Report Output



VISION FINANCIALS

Pending Item By Entry Date Report (AR11002)

Report Information

Purpose of the Report

This report lists all pending items within a group.

Type of Report

SQR

Navigation (Path) to the Report

Accounts Receivable > Pending Items > Reports > Pending Item by Entry Date

Report Execution Procedure

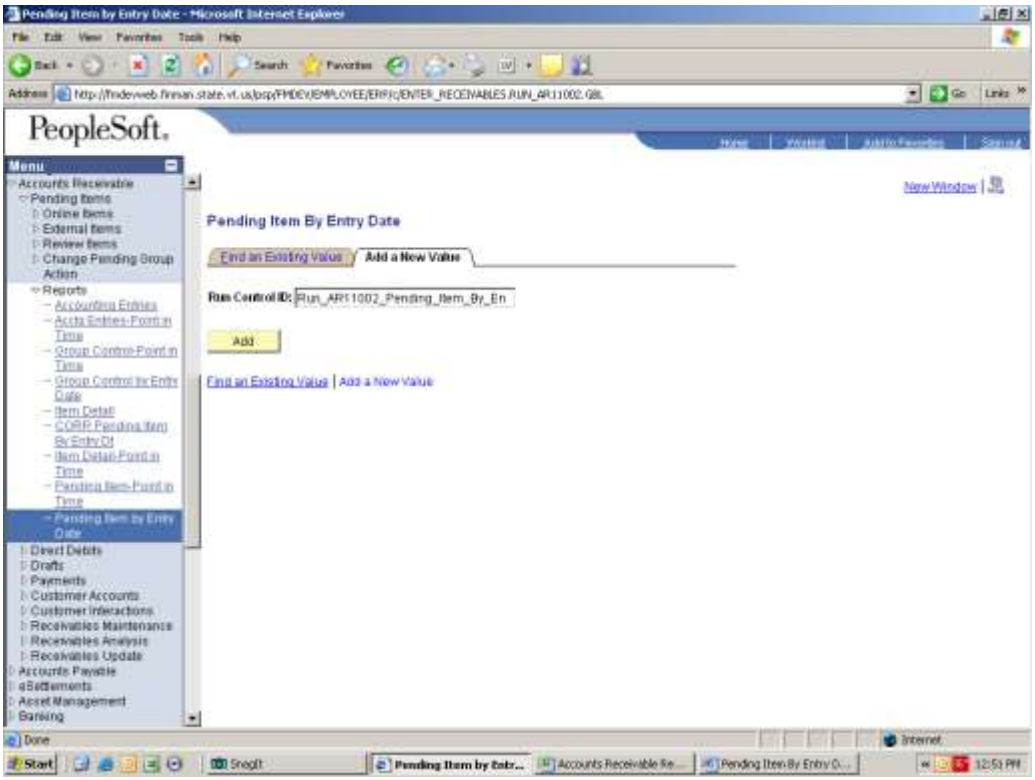
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR11002_Pending_Item_By_En)

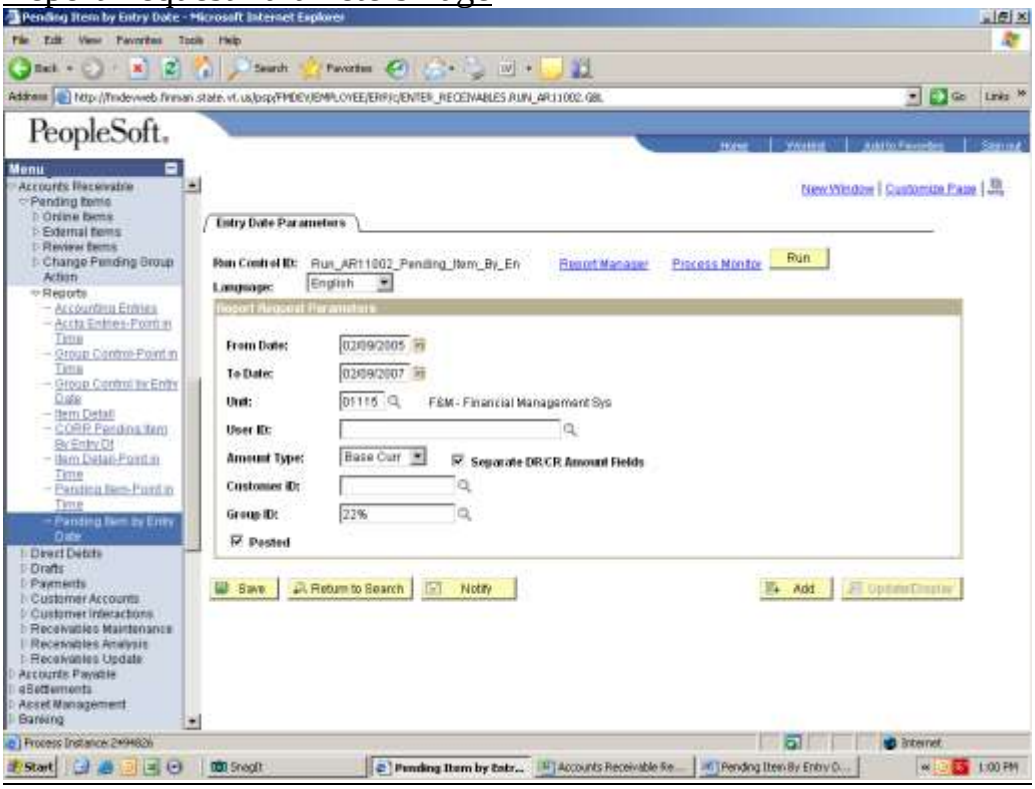
Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
From Date	Enter desired Date	Click on calendar to select date
To Date	Enter desired Date	Click on calendar to select date
Unit	Enter Unit to report on	Click on magnifying glass to lookup Unit
User ID	Enter desired User ID	Click on magnifying glass to lookup User ID
Amount Type	Choose amount type	
Customer ID	Enter desired Customer ID	Click on magnifying glass to lookup Customer ID
Group ID	Enter desired Group ID	Click on magnifying glass to lookup Group ID
Posted	Select box if desired	If selected the report returns only posted Pending Items

Report Steps		see screenshot below
Run	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
ar11002 #######.PDF	Click this link for the PDF file	This opens the report.

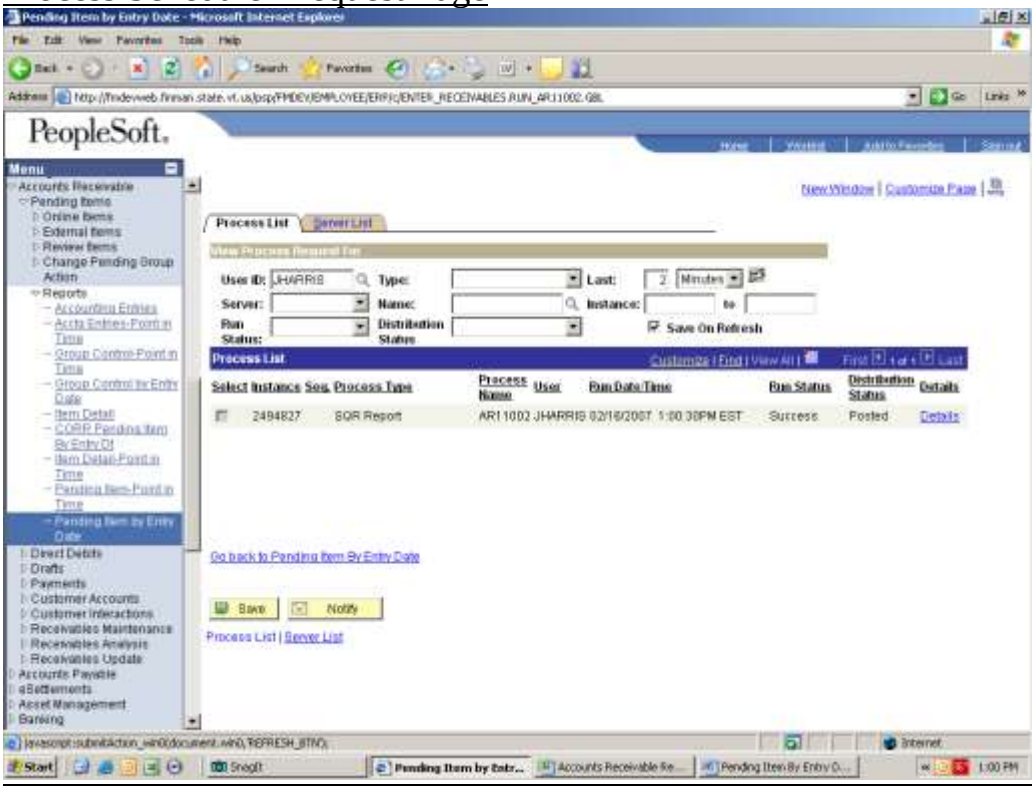
Run Control ID Page



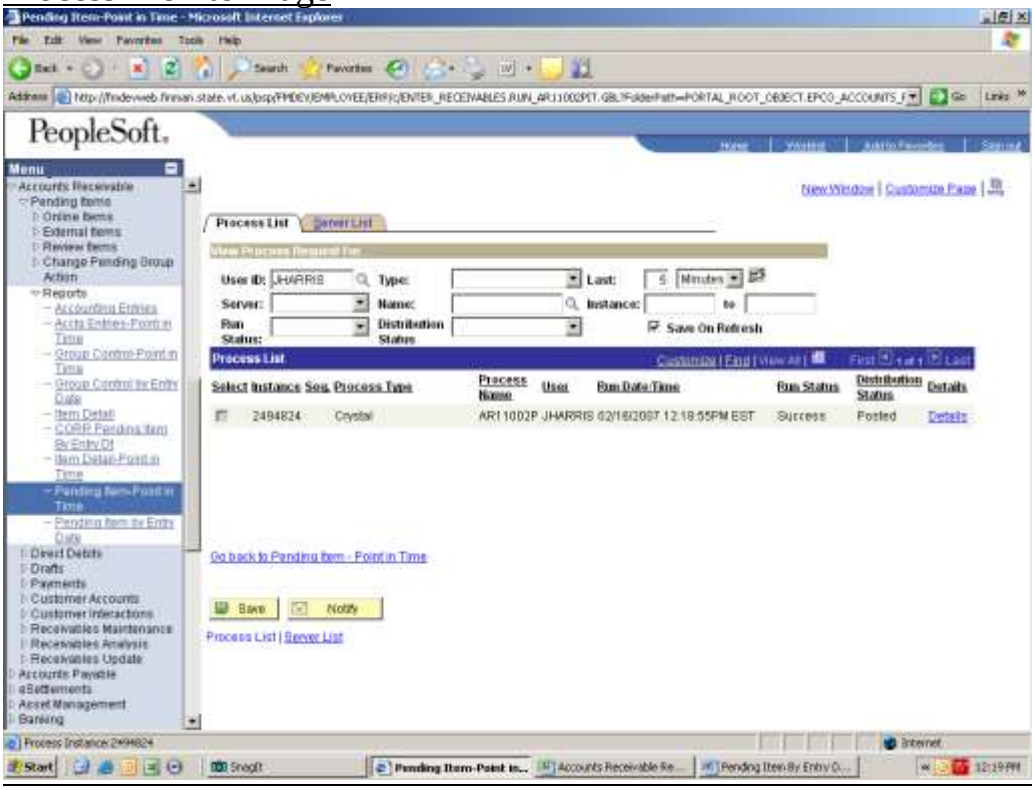
Report Request Parameters Page



Process Scheduler Request Page

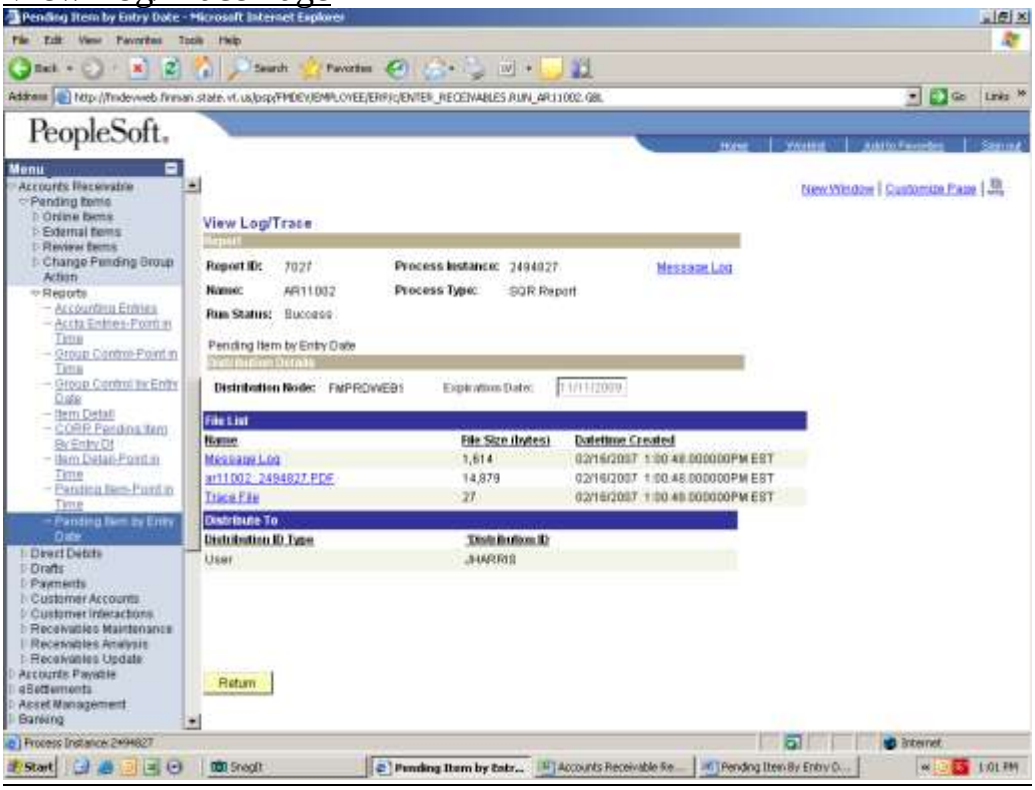


Process Monitor Page

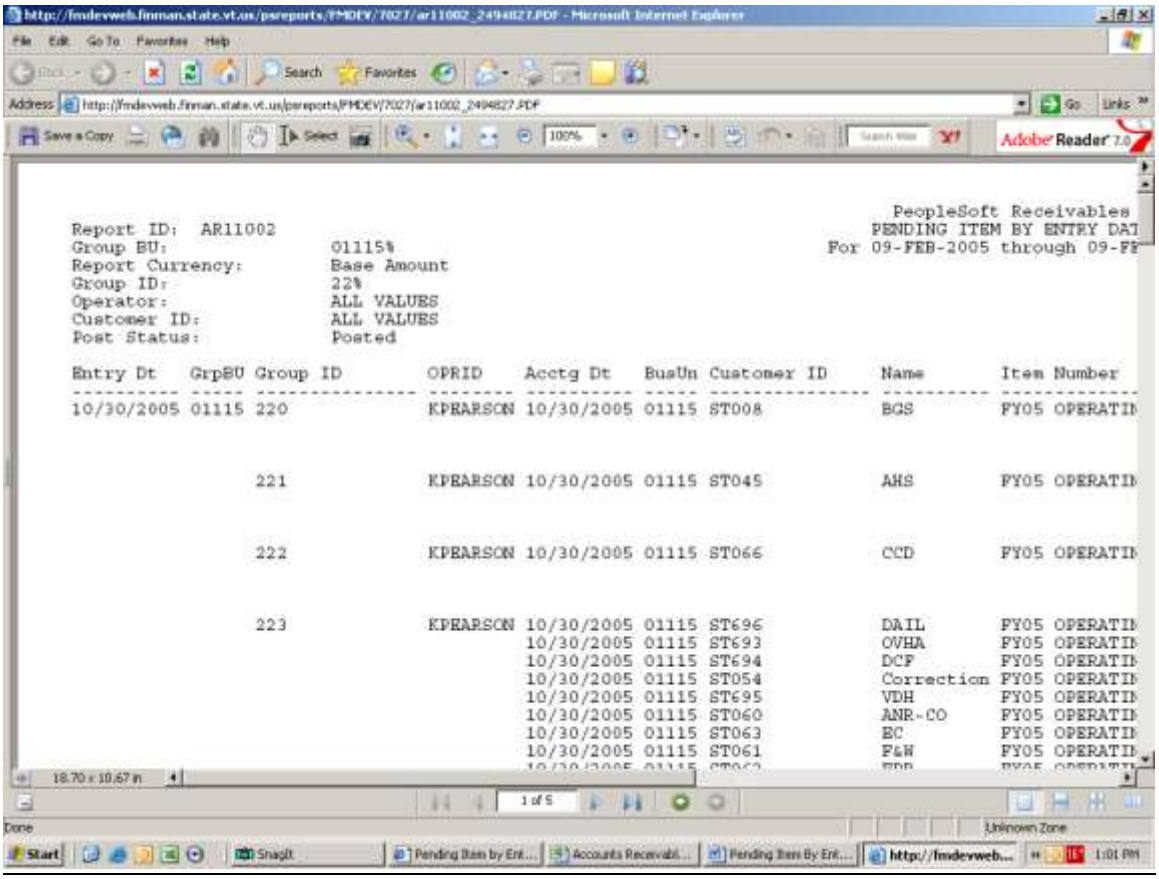


Process Detail Page

View Log/Trace Page



Example of Report Output



PeopleSoft Receivables
PENDING ITEM BY ENTRY DAT

Report ID: AR11002
Group BU: 01115%
Report Currency: Base Amount
Group ID: 22%
Operator: ALL VALUES
Customer ID: ALL VALUES
Post Status: Posted
For 09-FEB-2005 through 09-FE

Entry Dt	GrpBU	Group ID	OPRID	Acctg Dt	BusUn	Customer ID	Name	Item Number
10/30/2005	01115	220	KPEARSON	10/30/2005	01115	ST008	BGS	FY05 OPERATIN
		221	KPEARSON	10/30/2005	01115	ST045	AHS	FY05 OPERATIN
		222	KPEARSON	10/30/2005	01115	ST066	CCD	FY05 OPERATIN
		223	KPEARSON	10/30/2005	01115	ST696	DAIL	FY05 OPERATIN
				10/30/2005	01115	ST693	OVHA	FY05 OPERATIN
				10/30/2005	01115	ST694	DCF	FY05 OPERATIN
				10/30/2005	01115	ST054	Correction	FY05 OPERATIN
				10/30/2005	01115	ST695	VDH	FY05 OPERATIN
				10/30/2005	01115	ST060	ANR-CO	FY05 OPERATIN
				10/30/2005	01115	ST063	EC	FY05 OPERATIN
				10/30/2005	01115	ST061	F&W	FY05 OPERATIN

VISION FINANCIALS

Receivable Activity Report (AR20005)

Report Information

Purpose of the Report

This report lists each receivable with an associated write off.

Type of Report

SQR

Navigation (Path) to the Report

Accounts Receivable > Receivables Update > Posting Results Upd Pend Items > Receivables Activity Report

Report Execution Procedure

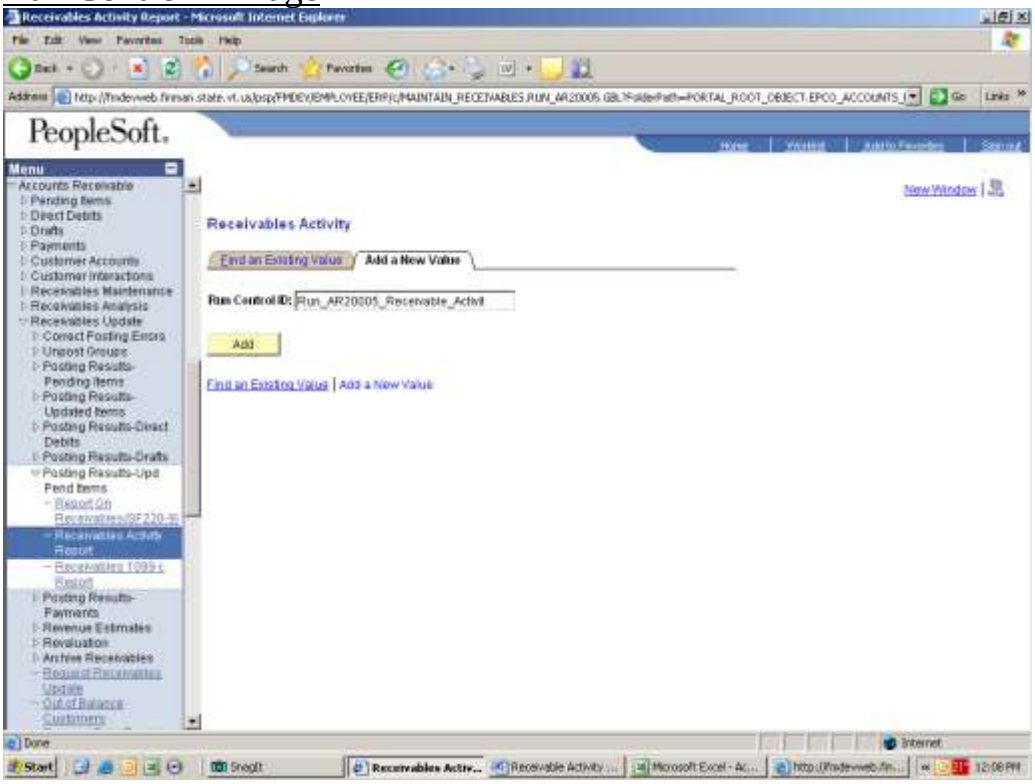
Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR20005_Receivable_Activit)

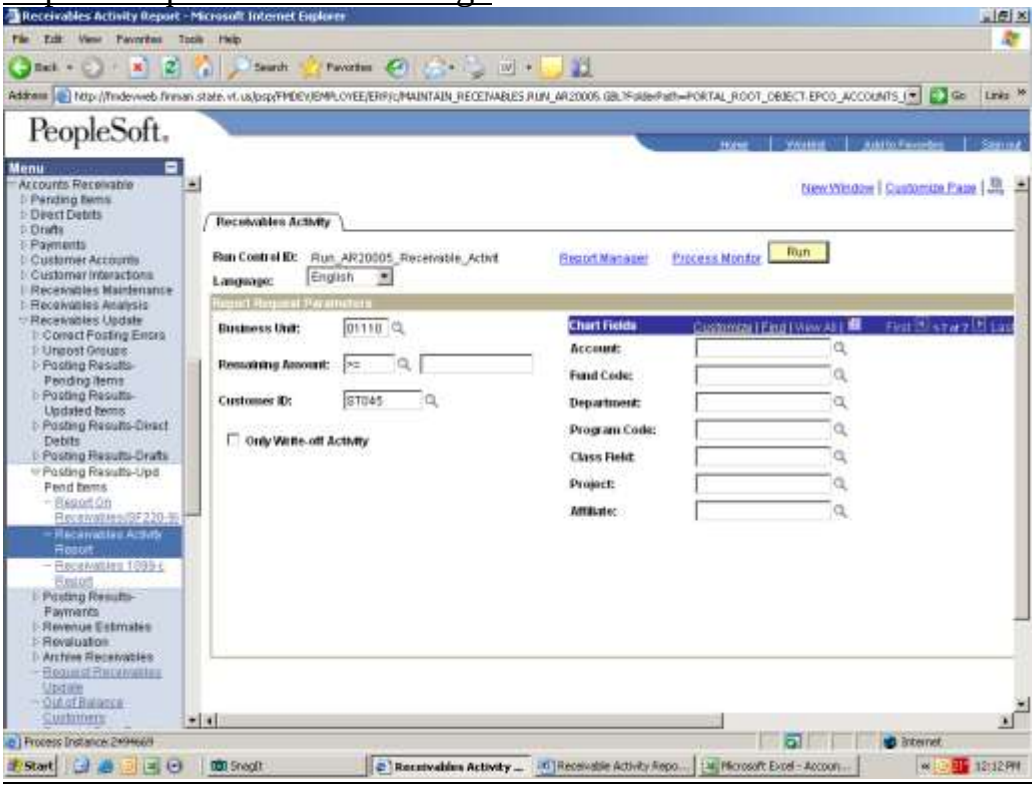
Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
Business Unit	Enter desired Business Unit	Click on magnifying glass to lookup value
Remaining Amount	Enter operator and amount	Click on magnifying glass to select operator; manually enter remaining amount
Customer ID	Enter desired Customer ID	Click on magnifying glass to select Customer ID
Only Write Off Activity	Check this box if desired	Checking the box returns only receivables that have write off activity
Account	Enter desired Account	Click on magnifying glass to lookup account
Fund Code	Enter desired Fund Code	Click on magnifying glass to lookup Fund Code

Report Steps		see screenshot below
Department	Enter desired Department	Click on magnifying glass to lookup Department
Program Code	Enter desired Program Code	Click on magnifying glass to lookup Program Code
Class Field	Enter desired Class Field	Click on magnifying glass to lookup Class Field
Project	Enter desired Project	Click on magnifying glass to lookup Project
Affiliate	Enter desired Affiliate	Click on magnifying glass to lookup Affiliate
Run	Click the "Run" button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select "PSUNX"	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar20005 #######.PDF	Click this link for the PDF file	This opens the report.

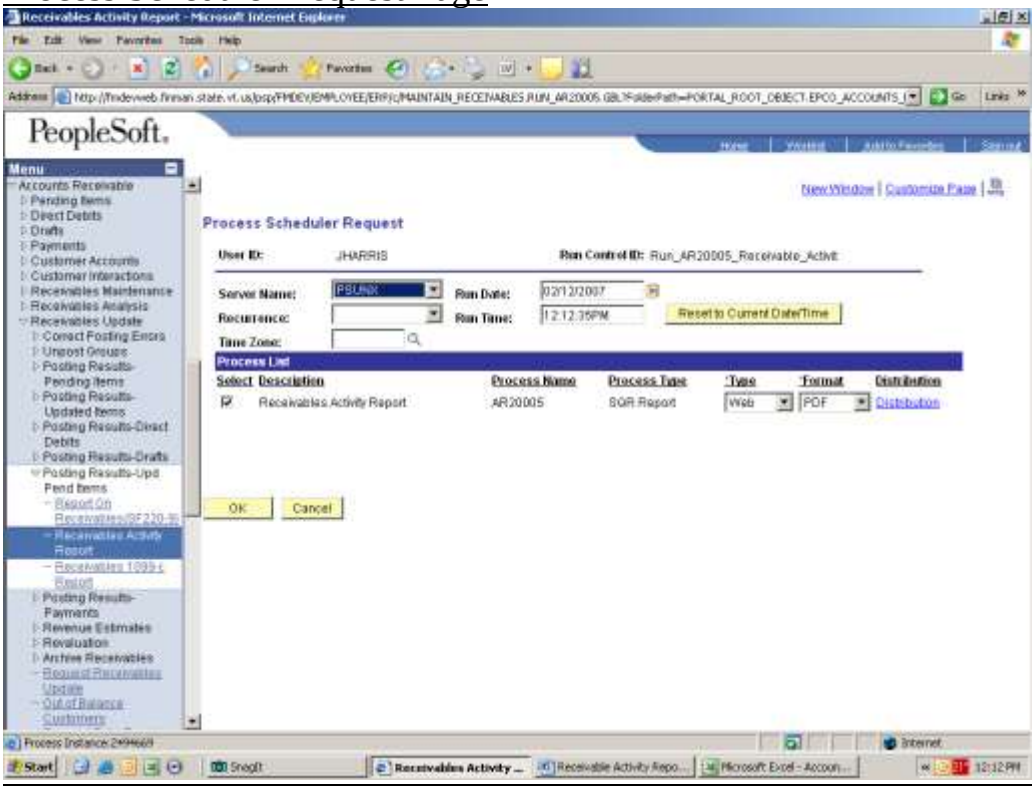
Run Control ID Page



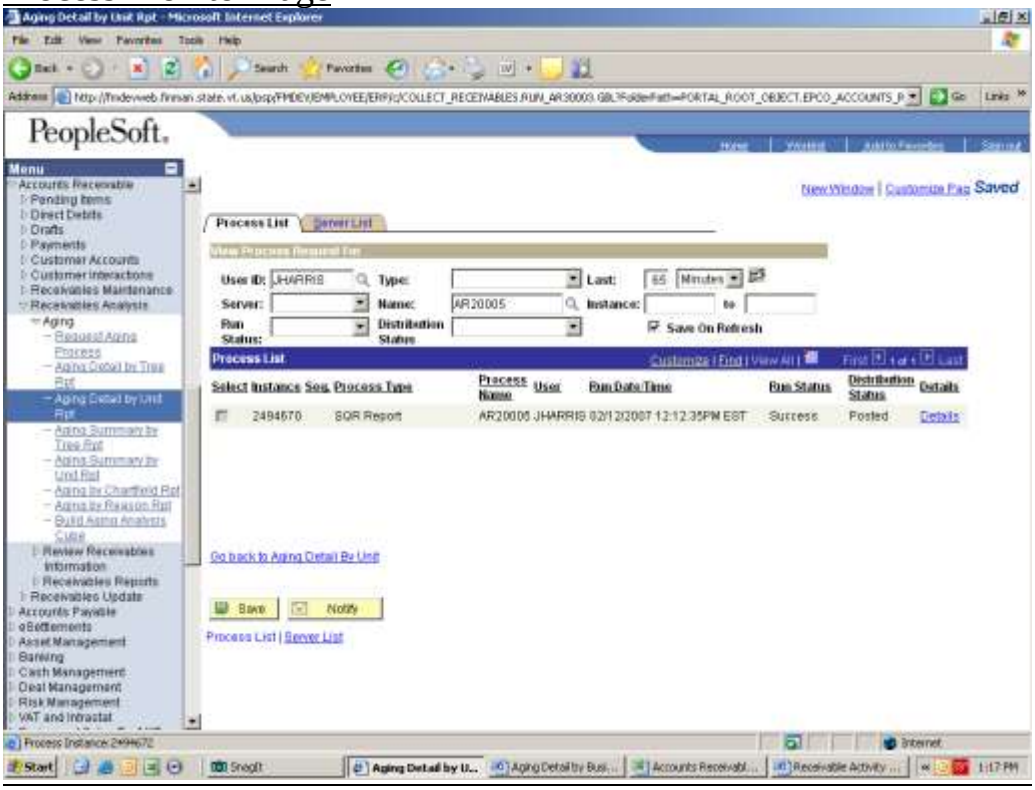
Report Request Parameters Page



Process Scheduler Request Page

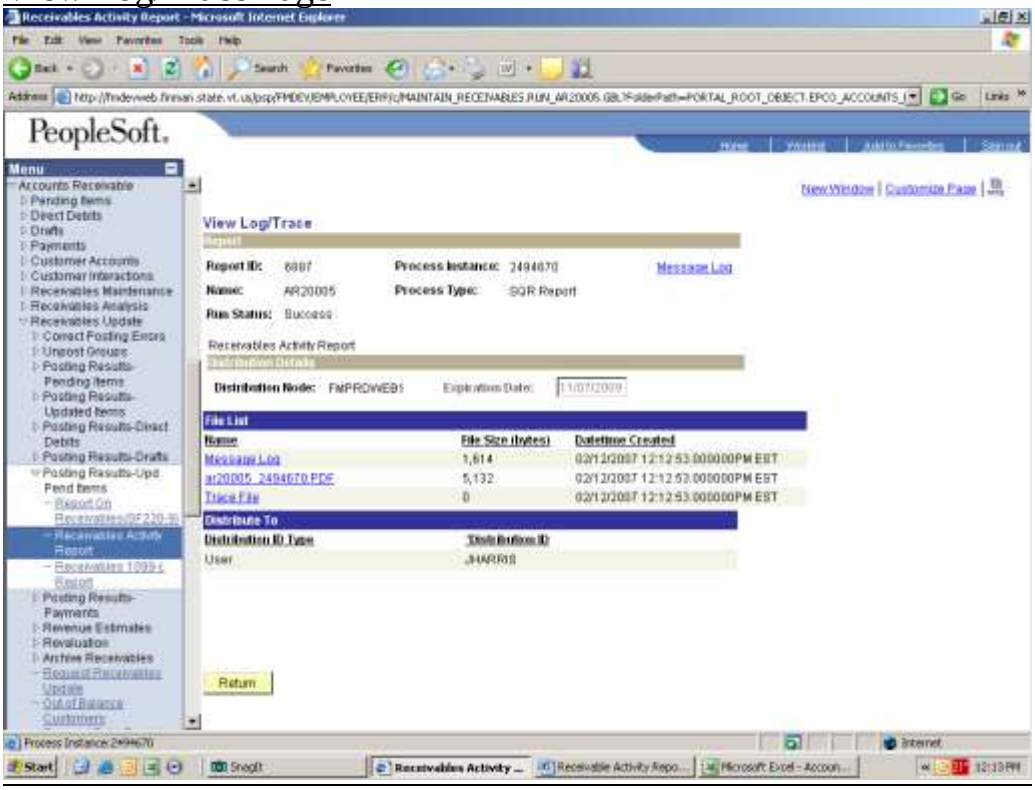


Process Monitor Page

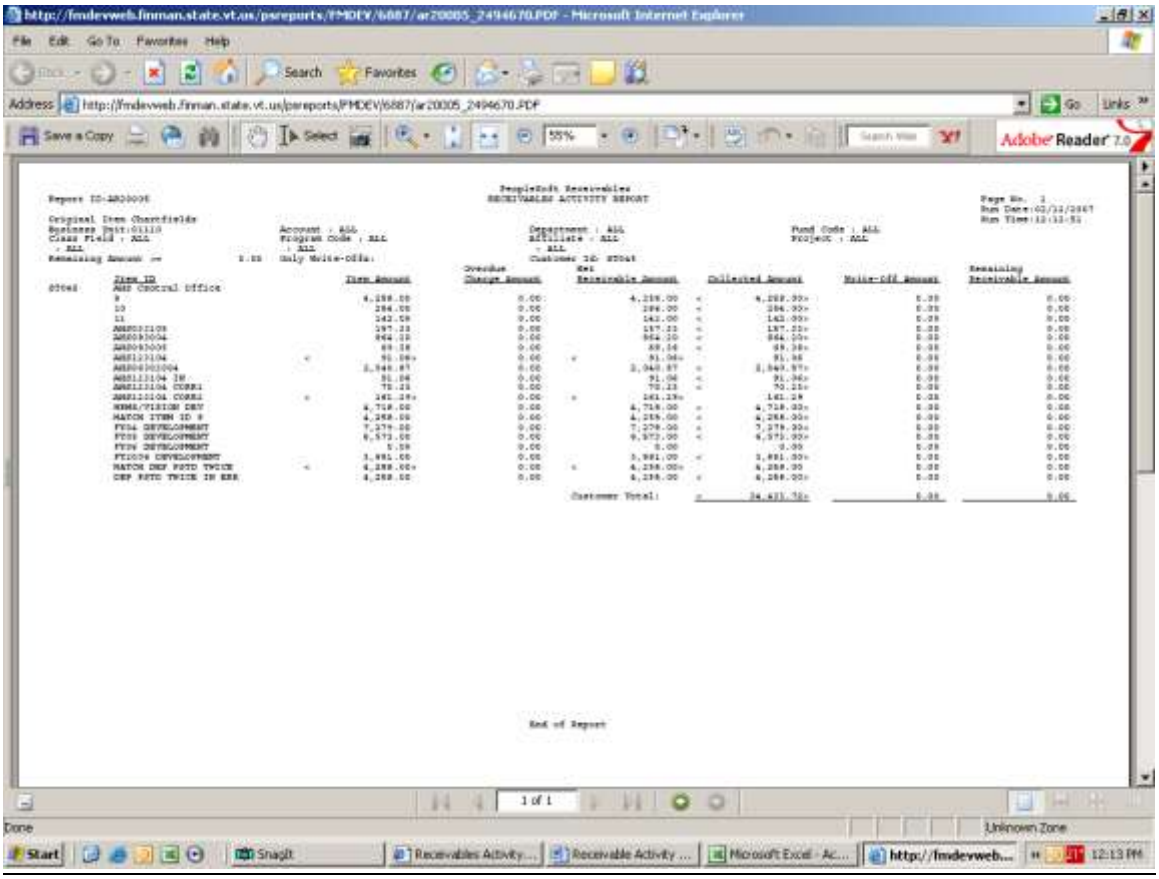


Process Detail Page

View Log/Trace Page



Example of Report Output



VISION FINANCIALS

Table Set Customers (AR31001)

Report Information

Purpose of the Report

This report lists all customers and customer addresses within a table set.

Type of Report

SQR

Navigation (Path) to the Report

Accounts Receivable > Customer Accounts > Customer Reports > Customers by SetID

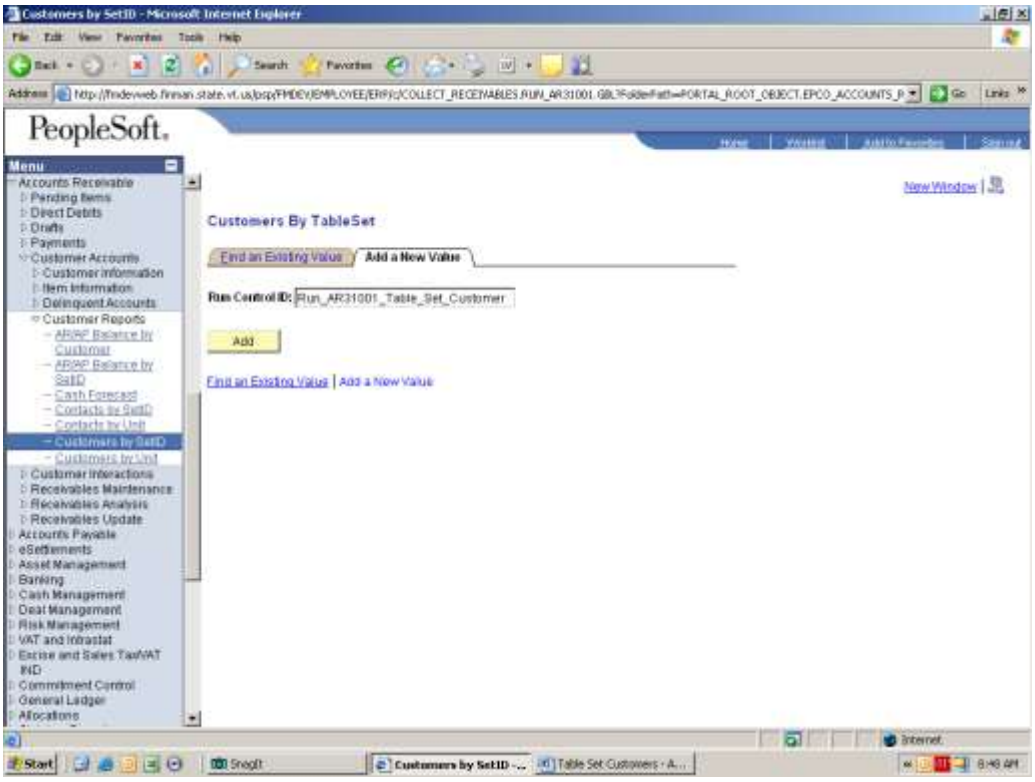
Report Execution Procedure

Run Control Notes:

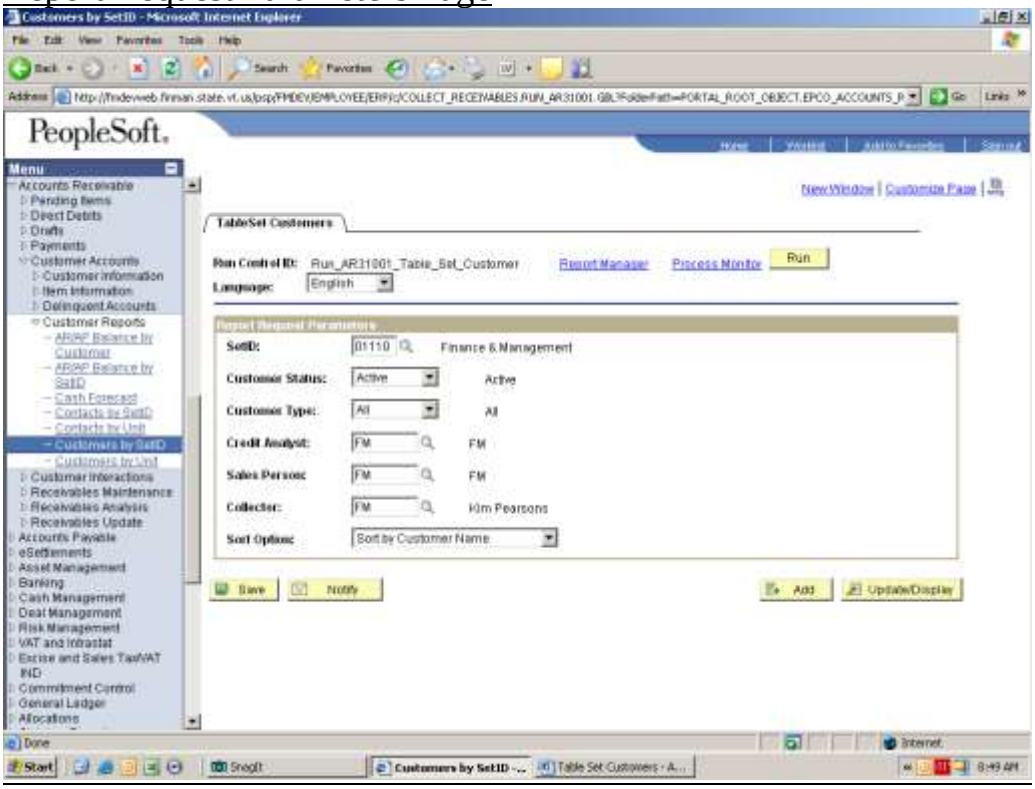
- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR31001_Table_Set_Customer)

Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
SetID	Enter desired SetID	Click on magnifying glass to lookup value
Customer Status	Select desired Customer Status	Use drop down list to select
Customer Type	Select desired Customer Type	Use drop down list to select
Credit Analyst	Enter desired Credit Analyst	Click on magnifying glass to lookup Credit Analyst
Sales Person	Enter desired Sales Person	Click on magnifying glass to lookup Sales Person
Collector	Enter desired Collector	Click on magnifying glass to lookup Collector
Sort Option	Select desired Sort Option	Use drop down list to select
Run	Click the "Run" button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select "PSUNX"	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
Ar31001 #######.PDF	Click this link for the PDF file	This opens the report.

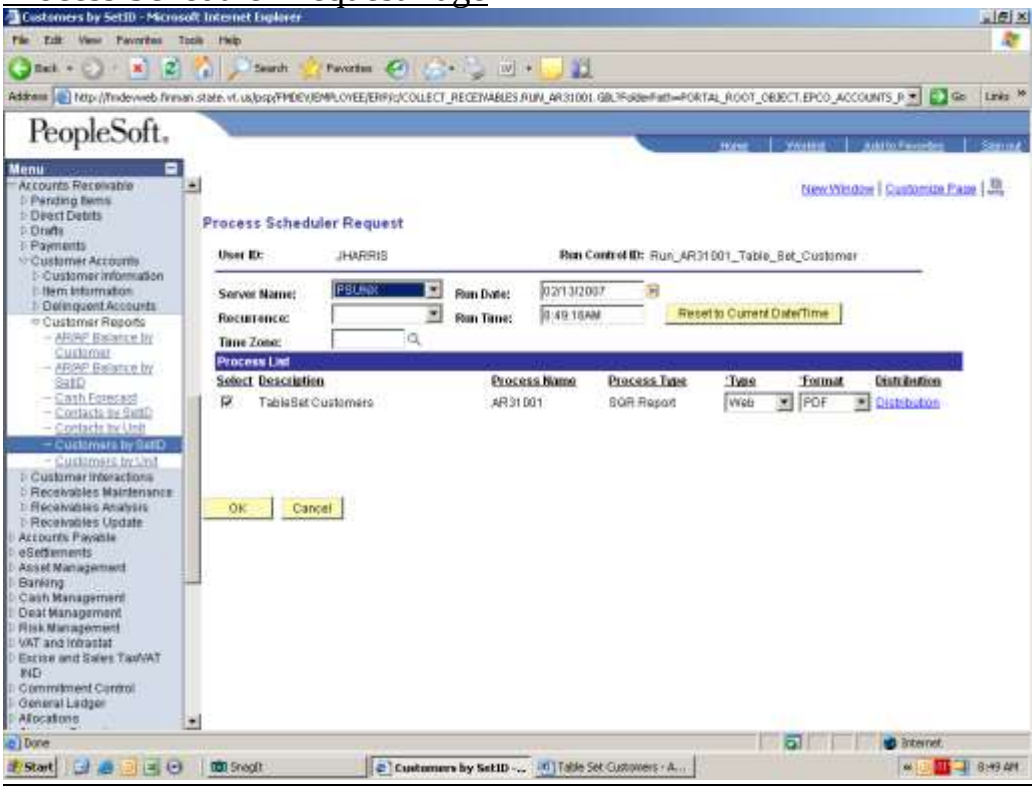
Run Control ID Page



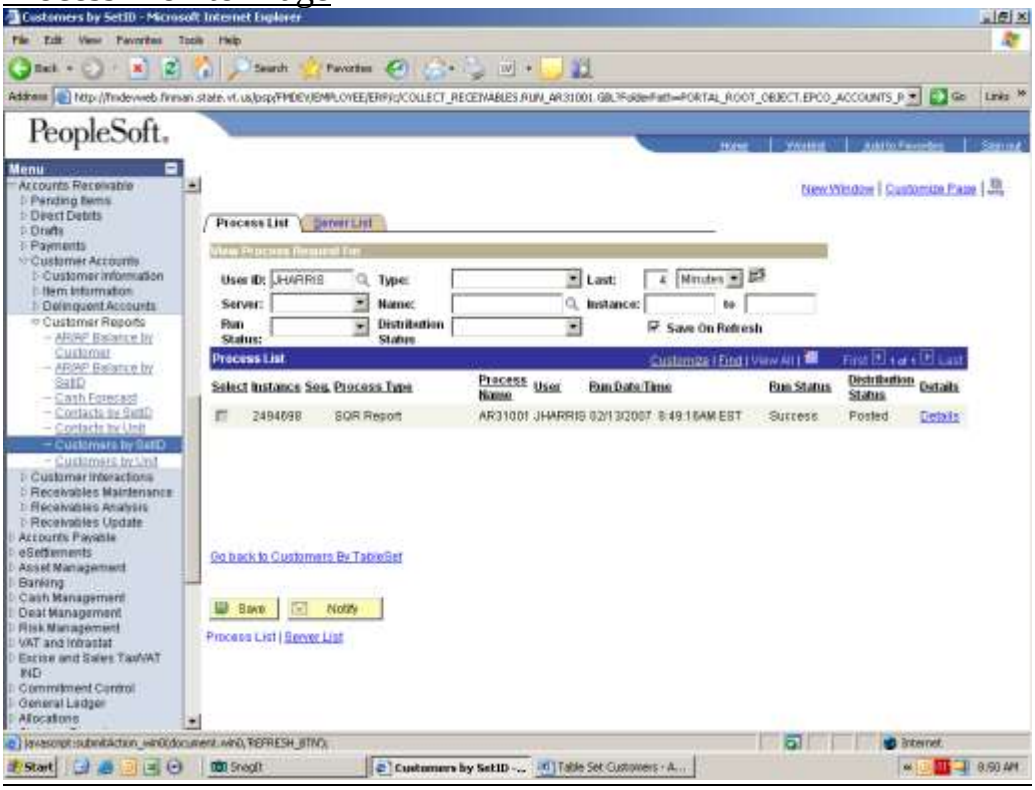
Report Request Parameters Page



Process Scheduler Request Page

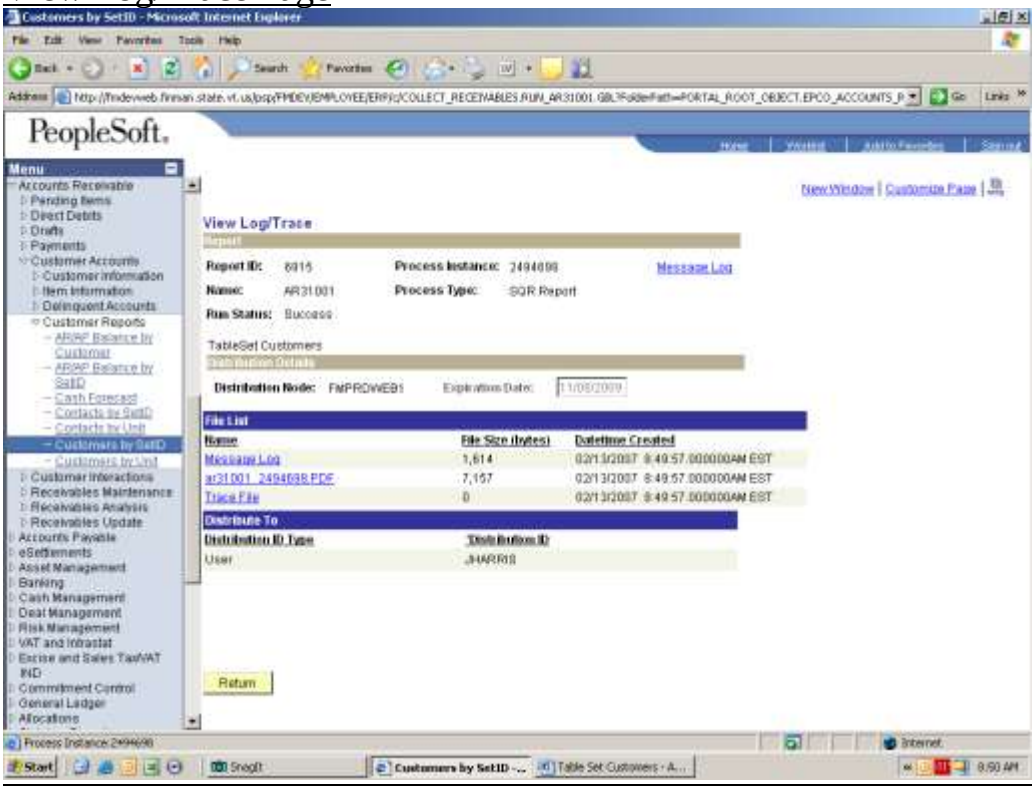


Process Monitor Page

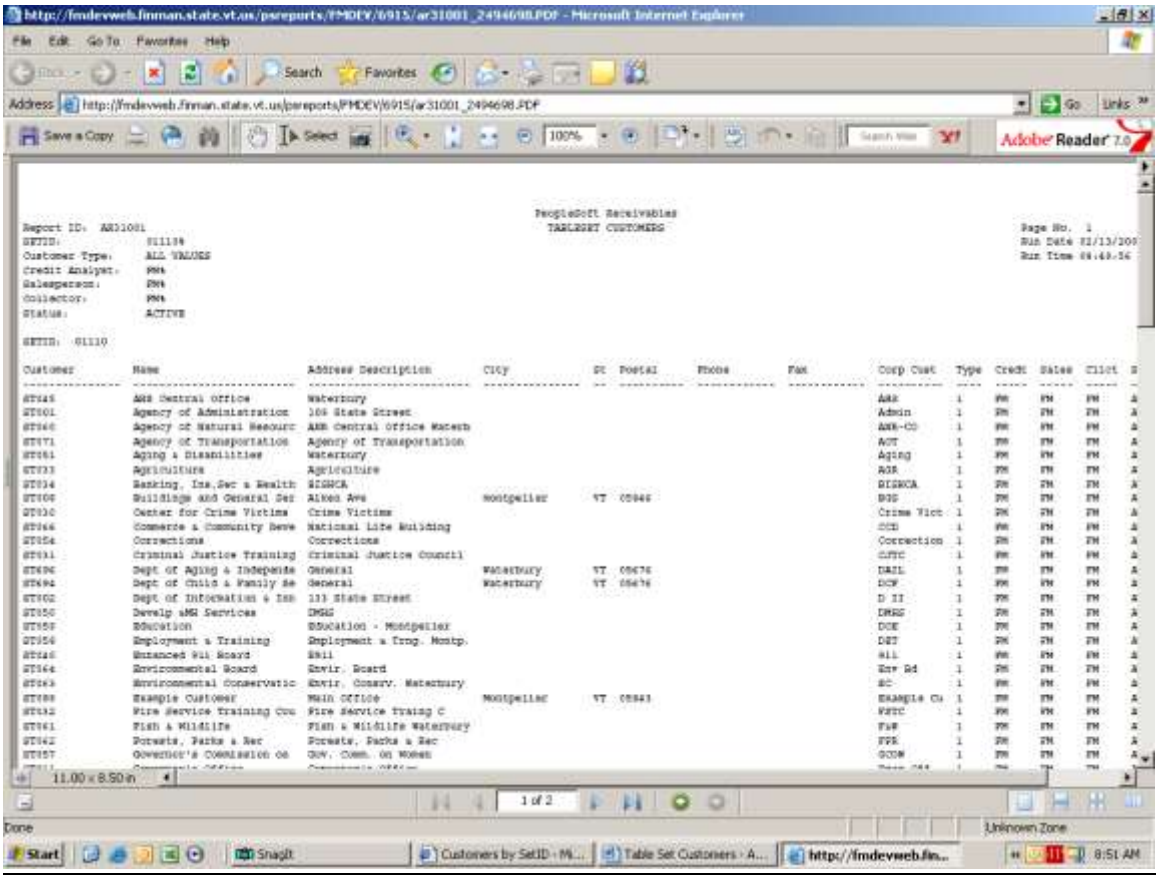


Process Detail Page

View Log/Trace Page



Example of Report Output



VISION FINANCIALS

Unit Activity (AR60001)

Report Information

Purpose of the Report

This report shows a summarized picture of system activity.

Type of Report

SQR

Navigations (Path) to the Report

Accounts Receivable > Receivables Analysis > Receivables Reports > Business Unit Activity

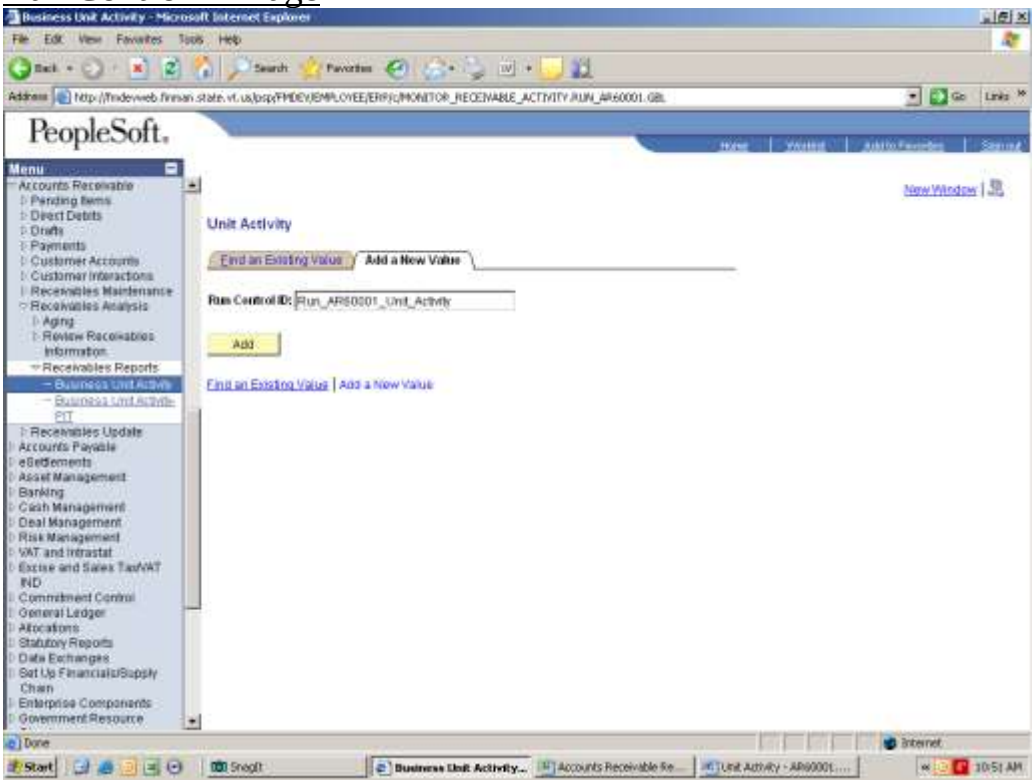
Report Execution Procedure

Run Control Notes:

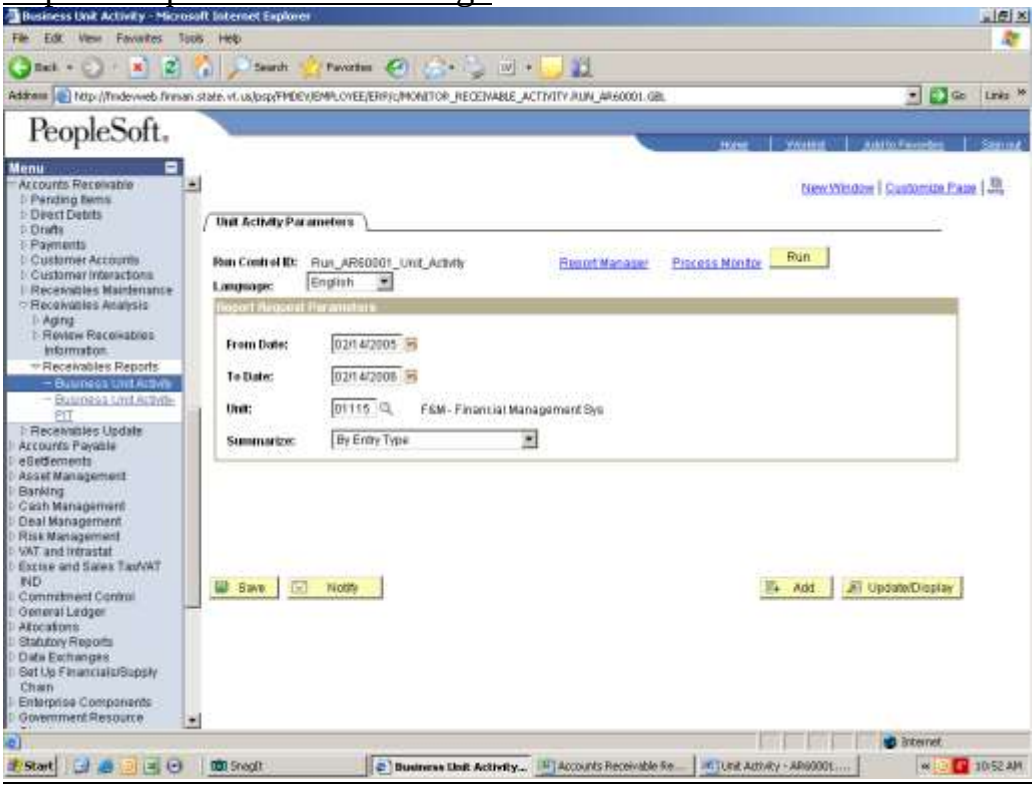
- Select an existing Run Control ID or add a new one.
- For Reports that are run regularly, user should select a Run Control ID naming system that can be easily identified (e.g. Run_AR60001_Unit_Activity)

Report Steps		see screenshot below
In This Field/Link	**Action**	**Notes**
From Date	Enter desired from date	Click on calendar to select date
To Date	Enter desired to date	Click on calendar to select date
Unit	Enter desired Unit	Click on magnifying glass to lookup Unit
Summarize	Select manner to summarize report	Choose from drop down list
Run	Click the "Run" button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select "PSUNX"	This is the server for SQR Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
Ok	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
Process Monitor	Click the Process Monitor link	• To view the processing status of the report. • Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".
Details	Click the Details link	Opens the Process Detail page.
View Log/Trace	Click the View Log/Trace link	Opens the View Log/Trace page.
ar60001 #######.PDF	Click this link for the PDF file	This opens the report.

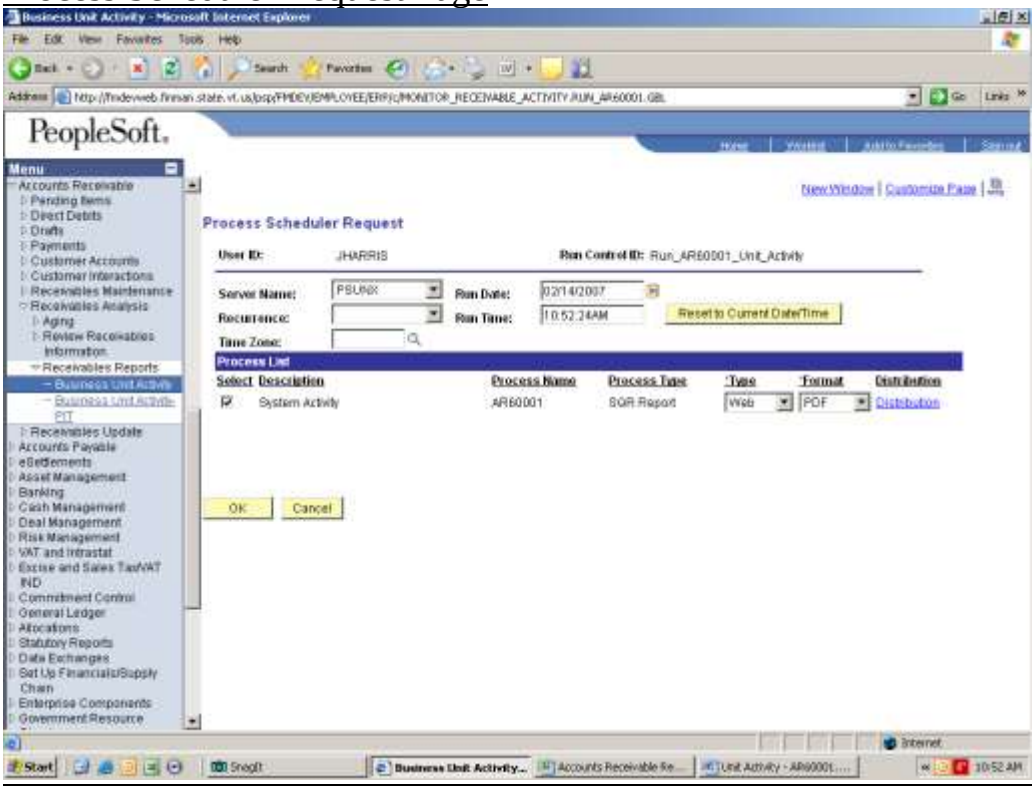
Run Control ID Page



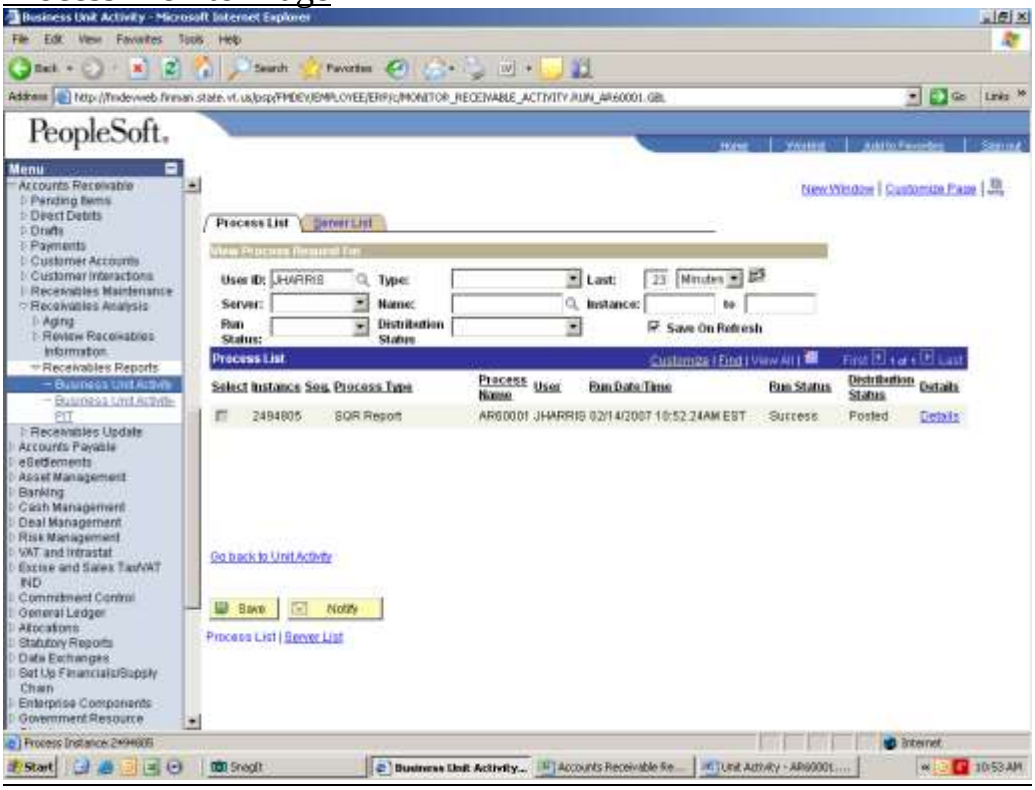
Report Request Parameters Page



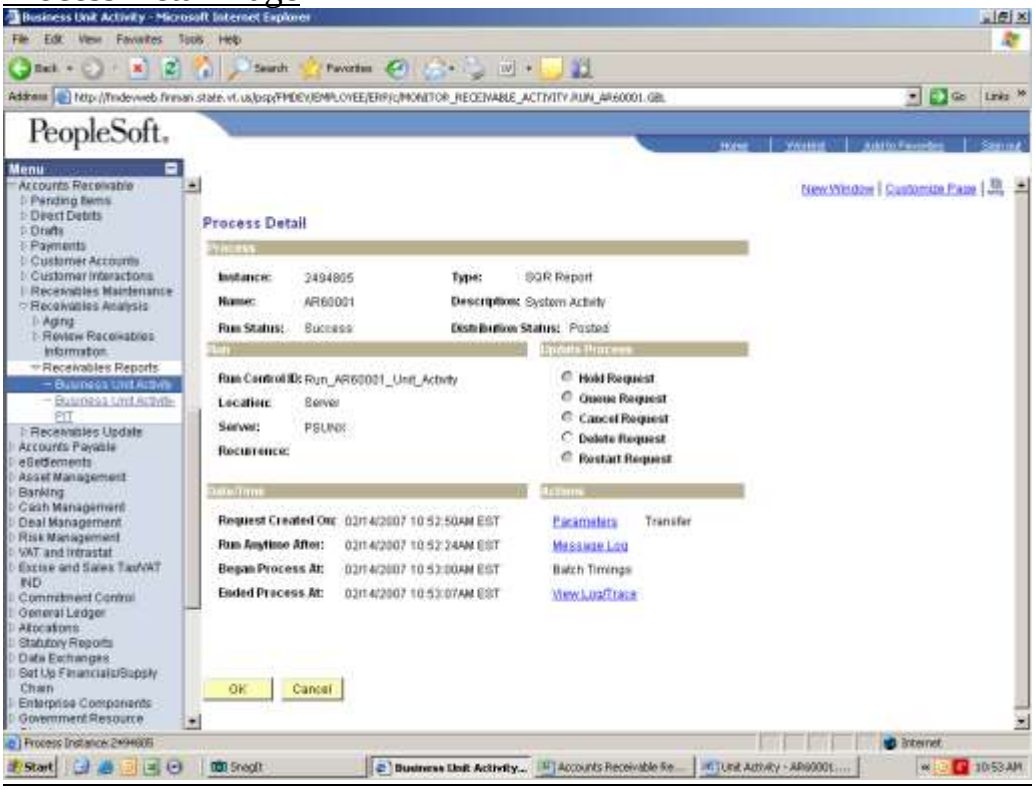
Process Scheduler Request Page



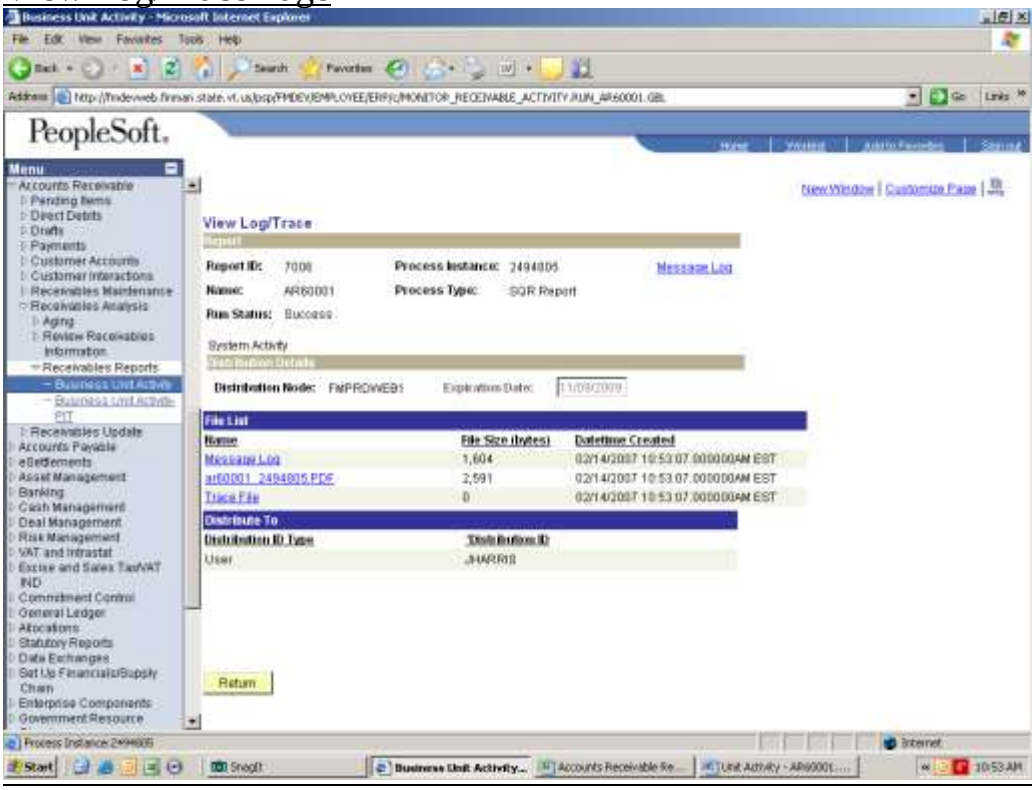
Process Monitor Page



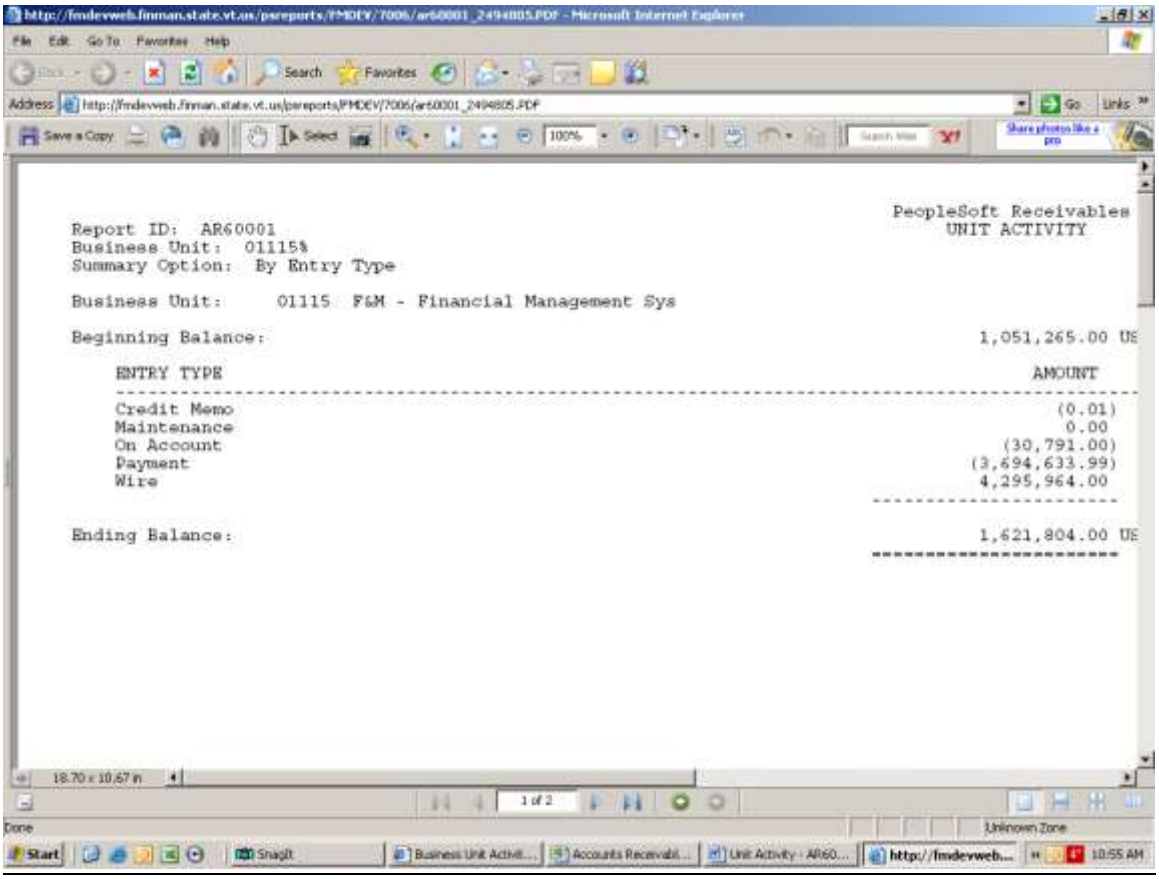
Process Detail Page



View Log/Trace Page



Example of Report Output



PeopleSoft Receivables
UNIT ACTIVITY

Report ID: AR60001
Business Unit: 01115%
Summary Option: By Entry Type

Business Unit: 01115 F&M - Financial Management Sys

Beginning Balance: 1,051,265.00 US

ENTRY TYPE	AMOUNT
Credit Memo	(0.01)
Maintenance	0.00
On Account	(30,791.00)
Payment	(3,694,633.99)
Wire	4,295,964.00

Ending Balance: 1,621,804.00 US